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ABSTRACT

This handbook describes how apprenticeship programs may be developed and established in a correctional institution. Advantages and disadvantages of an apprenticeship, Michigan State policy, and definitions of terms are presented in the first three sections. The various steps in development and implementation of an apprenticeship program are discussed in the remaining sections. They include administering apprenticeship program standards; types of apprenticeship programs (complete and cluster); registering the program standards; developing program standards; enrolling the apprentices; beginning the apprentice; programming the apprentice; maintaining the apprentice; concerns such as wages, conduct and discipline, and complaint procedure; graduating and placing the apprentice/craftworker; and modifying the standards. Extensive appendixes forming the bulk of the document include a list of apprenticeable occupations, standards model for correctional institutions, state apprenticeship core programs, sample forms, and policy directives applicable to apprenticeships in correctional institutions. (YLB)

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A HANDBOOK

FOR

DEVELOPING AND ESTABLISHING

APPRENTICESHIP PROGRAMS

IN MICHIGAN'S CORRECTIONAL INSTITUTIONS

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Governor's Office of Job Training
Michigan Job Training Partnership Association
Michigan Department of Labor Michigan Employment Security Commission
Michigan Department of Education
Michigan Department of Corrections

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FOREWORD

Every society requires a supply of trained craftworkers adequate to provide the quality products and services it requires. For centuries, apprenticeship programs have been one means of preparing trained craft workers. Apprenticeship programs exist in such fields as construction, manufacturing, graphic arts, and services. Most apprenticeable trades are in the construction and manufacturing industries.

The demand for skilled workers and consequently apprentices varies according to the economic conditions in the state. When employment is high and construction and industrial production are booming, more skilled workers are needed, and therefore, more apprentices must be trained to help meet production demands. When economic conditions are bad, apprenticeships are scarce.

The best possible method for developing employee skills is the formalized apprenticeship system of training. It is goal oriented, proven to be cost-effective, and designed to meet the specific skill needs of the employer.

In mid-1979, there was a high of about 19,600 registered apprentices in Michigan. In mid-1985, there were about 9,600 registered apprentices in Michigan. As a result of recent regulations issued by the United States Department of Labor, the recruiting and hiring of women and minorities in apprenticeable trades are expected to increase.

At present, there are 769 occupations that are apprenticeable in all major industries throughout the United States, 271 in Michigan, and the list is growing almost daily.

Increasing demands on the abilities and experience of workers who need expanded training because of changing methods, products, materials, and technology call for a renewed look at this method of training.

The purpose of this handbook is to describe how apprenticeship programs may be developed and established in a correctional institution.

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PART I

INTRODUCTION

What is an Apprenticeship?

An apprenticeship is a formal method of training workers in a skilled craft, occupation, or trade. The craft must be clearly identified and commonly recognized throughout the industry to be certified as an apprenticeable occupation by a registering agency. During the apprenticeship term, an apprentice is employed to learn a craft through a systematic program of on-the-job training and related instruction. The apprenticeship program should be established on the basis of what the apprentice must know and do in order to perform the operations of a job in a safe and satisfactory manner. The program must involve at least 2,000 hours (about one year). Each apprenticeship term, however, ranges between 2,000 to 8,000 hours (about four years). That per year 2,000 hours should include at least 1,800 hours of on-the-job supervised craft task work experience and at least 144 hours of related craft instruction. The specific work processes/divisions of the craft/tasks of the work experience are specified in the standards with time in hours designated for the apprentice to spend in each. The apprentice, therefore, is rotated periodically so that she or he will spend an appropriate amount of time learning and perfecting the various skills needed to be employable in each division of the craft. The apprentice is also expected to be receiving organized related instruction in technical subjects related to the apprentice's craft for each year of the apprenticeship. There is a close correspondence between the subject matter and the timing of the related instruction and the on-the-job training. During the apprenticeship, the worker develops knowledge, work attitudes and habits, and skills board enough to be applicable throughout an industry from the instruction and experience in the theoretical and practical aspects of the craft.

Advantages of an Apprenticeship

- It is a planned (systematic) program to developing one's knowledge and skills, creating a greater demand for such services throughout industry, and assuring oneself a greater economic security and a higher standard of living.
- It provides further training and education - with pay.
- There is the opportunity for employment and advancement.
- It leads to recognition as a skilled craftworker.

Disadvantages of an Apprenticeship

- The work may be technically hard and physically demanding.
- The work may require moving from one job site to another, as in construction work.

- The work may be dirty and hazardous.
- Minorities and females may face stereotyped attitudes of some co-workers.
- Competition to get in apprenticeship programs is high.
- Layoffs are possible in the event of depressed economic conditions or seasonal fluctuations, as in the construction field.

PART II

POLICY

On or immediately after the date local correctional institution's apprenticeship program standards are duly registered, it shall be the policy of the Michigan Department of Corrections Multi-crafts Joint Apprenticeship and Training Committee that all apprentices placed under such standards shall be trained and employed at the correctional institution in accordance with the terms of the standards.

See Appendix A for Policy Directive PD-BCF-41.07, "Institutional Apprenticeship Programs" and see Appendix B for Operational Procedure OP-BCF-41.03, "Apprenticeship Program".

PART III

TERMS AND DEFINITIONS

AGREEMENT - The written assent between the Local Apprenticeship Committee and the offender apprentice, which contains a statement making the apprenticeship program standards part of the agreement.

APPRENTICE - An offender who has agreed to obligate herself or himself to work and learn a specialized, recognized craft and has been selected and placed under an apprenticeship agreement with the Local Apprenticeship Committee for training in one of the skilled crafts covered by the standards.

APPRENTICESHIP - A formal method of training workers in a skilled craft, occupation, or trade.

APPRENTICESHIP PERIOD - The portion of time it takes the apprentice to complete the apprenticeship program as specified in her or his "agreement."

APPRENTICESHIP PROGRAM - A systematic prospectus of on-the-job craft task training and related craft instruction in a craft for employment. The certifiable apprenticeship program must be in a craft clearly identified and commonly recognized throughout the industry. It must involve at least 2,000 hours (about one year). The 2,000 hours should include at least 1,800 hours of on-the-job supervised craft task work experience each year and at least 144 hours of related craft instruction per 1,800 hours of on-the-job training. Each term of an apprenticeship program ranges between 2,000 hours and 8,000 (about four years).

APPRENTICESHIP PROGRAM STANDARDS - The U.S. Department of Labor, Bureau of Apprenticeship Training approved written plan of terms and conditions a Michigan Correctional Institution or the Michigan Department of Corrections embodies to train and supervise one or more apprentices in a craft for employment. It includes systematic prospectus of on-the-job task training and related instruction for the craft.

APPRENTICESHIP TERM - The duration of time designated in the standards to complete a specific apprenticeship program.

CERTIFICATE OF COMPLETION - A writing on paper endorsing that the apprentice, so named in the certificate, successfully completed the apprenticeship term and is knowledgeable and skillful with work attitudes and habits in the craft.

CLUSTER APPRENTICESHIP PROGRAM - A number of craft tasks and/or related craft instruction components from different correctional institutions that when put together form an entire apprenticeship program. When a correctional institution operates a cluster apprenticeship program, the apprenticeship program will be registered with the U.S. Department of Labor under the Michigan Department of Corrections. All cluster apprenticeship programs in a certain craft will have the same standards with an addendum specifying those work tasks that that correctional institution will operate. A cluster apprenticeship program is one of two apprenticeship programs that may be

registered with the U.S. Department of Labor, Bureau of Apprenticeship Training, by the Michigan Department of Corrections or a correctional institution.

COMPLETE APPRENTICESHIP PROGRAM - All craft tasks and related craft instruction components needed for an apprenticeship program, can and will be offered in that correctional institution. When a correctional institution operates a complete apprenticeship program, the apprenticeship program will be registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, under the individual correctional institution's name. Complete apprenticeship programs in a certain craft may be slightly different reflecting the uniqueness of the neighboring regional community needs. A complete apprenticeship program is one of two apprenticeship programs that may be registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, by the Department of Corrections or a correctional institution.

CORE APPRENTICESHIP PROGRAM - The essential apprenticeship program(s) that will be offered at correctional institutions at all levels of security, that constitute the central part of the Statewide Apprenticeship Program.

CRAFT INSTRUCTION SUPERVISOR - The person who teaches the related craft instruction component of the apprenticeship program to the apprentice.

CRAFTWORKER - Also known as journeyman and journeyworker, one who has finished her or his apprenticeship and has a Certificate of Completion.

CRAFTWORK SUPERVISOR - The craftworker who directs and oversees the on-the-job work experience component of the apprenticeship program to the apprentice.

LOCAL APPRENTICESHIP COMMITTEE - See Local Joint Apprenticeship and Training Committee.

LOCAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE - The group of appropriate local and regional representatives from labor, management, and placement, committed to coordinating the correctional institution's apprenticeship program with the Department of Corrections Statewide Apprenticeship Program and administering that correctional institution's standards.

REGISTRATION AGENCY - U.S. Department of Labor, Bureau of Apprenticeship and Training (BAT).

STANDARDS - See Apprenticeship Program Standards.

STATE APPRENTICESHIP COMMITTEE - See State Multi-Crafts Joint Apprenticeship and Training Committee.

STATE APPRENTICESHIP COORDINATOR - The person assigned by the Director of the Michigan Department of Corrections to coordinate the Statewide Apprenticesip Program and perform related duties.

STATE MULTI-CRAFTS JOINT APPRENTICESHIP AND TRAINING COMMITTEE - The group of appropriate state representatives from labor, management, and placement,

committed to administering the Department of Corrections Statewide Apprenticesip Program.

STATEWIDE APPRENTICESHIP PROGRAM - The coordinated conglomerate of correctional institution apprenticeship programs in the state.

SUPERVISOR OF APPRENTICES - The person assigned by the Warden of a program-oriented correctional institution to coordinate that correctional institution's apprenticeship program and perform appropriate related duties relative to the successful implementation of that correctional institution's standards.

PART IV

ADMINISTERING APPRENTICESHIP PROGRAM STANDARDS

Administering Apprenticeship Program Standards in General

Apprenticeship programs are operated by employers working with unions when the workers are organized, or by employers alone when there is no union. The program sponsor is usually an employer who needs highly skilled workers in a plant, office, or business. The sponsor may be in an industry, such as: manufacturing; transportation; communications; wholesale and retail; printing and publishing; finance, insurance, and real estate; services. Training of apprentices is a joint effort requiring close cooperation of skilled craftworkers who assist in the on-the-job training, and management which is responsible for the efficient operation of the program. This cooperation may take the form of Joint Apprenticeship Committees or union-management committees on apprenticeship, composed of representatives from trade or craft unions or employee associations and employers. In an apprenticeship program where there is no union involvement, the apprenticeship committee is composed of employers who are involved directly in a craft and volunteer their time to assist in running the program.

Administering Apprenticeship Program Standards in the Correctional Setting

The state apprenticeship program shall be under the general administration of the Michigan Department of Corrections State Multi-craft Apprenticeship and Training Committee. The apprenticeship programs of each of the correctional institutions will be under each of their Local Joint Apprenticeship and Training Committees which are responsible to the State Apprenticeship Committee. The Supervisor of Apprentices shall submit, through the principal, quarterly progress reports to the State Apprenticeship Coordinator who will compile and report the information, on behalf of the Michigan Department of Corrections State Apprenticeship Coordinators, to the State Apprenticeship Committee and vice versa. The employers of the graduates of the apprenticeship programs will be the correctional institutions or community businesses and industries.

State Multi-Crafts Apprenticeship and Training Committee

This committee shall be composed of committed representation of state administrators from labor, management, and placement: Michigan Department of Corrections; U.S. Department of Labor, Bureau of Apprenticeship and Training; Michigan Department of Education; Governor's Office for Job Training; Michigan Department of Labor, Michigan Employment Security Commission; and appropriate Craft and Union representatives. See Appendix C for current membership.

The committee may request interested agency or organization representatives to serve as consultants. Consultants will be asked to participate without vote in conferences on special problems related to apprenticeship training.

The committee shall elect a chairperson and a secretary. The committee shall meet quarterly or when called by the chairperson, secretary, or any two committee members.

The committee shall establish additional rules and regulations governing its administrative procedure as may be necessary.

The committee has the general purpose of administering the Statewide Apprenticeship Program as to policies and procedures.

The administrative responsibilities of the State Apprenticeship Committee shall be to:

- Coordinate the apprenticeship programs in Michigan's correctional institutions.
- Assure the quality of apprenticship programs in Michigan's correctional institutions is in accordance with standards approved by the registering agency.
- Coordinate employment of apprentices and apprenticeship program graduates insofar as possible.
- Determine the composition of the State's Core Apprenticeship Programs.
- Determine the composition of the State's Cluster Apprenticeship Programs.
- Review and recommend for approval to the registration agency, a Local Apprenticeship Committee's proposed Cluster Apprenticeship Program(s).
- Review and recommend for certification to the registration agency, apprentices who have satisfactorily completed a cluster apprenticeship program.
- Hear and adjust all complaints of violations of apprenticeship agreements, through appointment and operation of a review board. The apprentice may consult with the committee or the registration agency at any time for an interpretation of any provision of these standards over which differences may occur.

Local Joint Apprenticeship and Training Committee

This committee shall be composed of committed local and regional representatives from labor, management, and placement that come from both inside and outside the correctional institution. See Appendix D, "Local Joint Apprenticeship and Training Committee Membership Representation and Major Role(s)."

Recruiting all of the membership is important for a complete approach to a successful corrections apprenticeship program. Their input will help the program be realistic, functional, and worthwhile. Members can also become vital employment links for ex-offenders.

The committee may request interested agency or organization representatives to serve as consultants. Consultants will be asked to participate without vote in conferences on special problems related to apprenticeship training.

The committee shall elect a chairperson and a secretary. The committee shall meet quarterly or when called by the chairperson, secretary, or any two committee members.

The committee shall establish additional rules and regulations governing its administrative procedure as may be necessary.

The committee has the general purpose of coordinating its programs and activities with the Statewide Apprenticeship Program and of administrating the successful operation of the institution's approved apprenticeship standards.

The administrative duties of the Local Apprenticeship Committee shall be to:

- Screen and select qualified applicants for apprenticeship and refer such applicants for placement.
- Impress upon apprentices that they have voluntarily agreed to abide by the provisions of the institution's apprenticeship program standards, and therefore assume the responsibilities and obligations established under the standards.
- Place apprentices under written apprenticeship agreements.
- Establish minimum standards of related instruction and on-the-job training required of apprentices and see that these are adhered to both on the job and in the classroom.
- Approve apprenticeship agreements between the apprentice and employer and submit these agreements to the appropriate registration agency for registration.
- Arrange methods for determining the apprentice's progress in manipulative skills, technical knowledge, and work attitudes and habits.
- Provide for employment of apprentices and apprenticeship program graduates insofar as possible.
- Maintain a record of each apprentice's training progress on the job and in related instruction.
- Make quarterly and an annual reports covering the work of the local apprenticeship committee.
- Make frequent visits to the school where related training classes are held.
- Notify the registration agency when apprentices have satisfactorily completed their apprenticeship and request the issuance of a Certificate of Completion to such apprentices. Except when the graduates completed an apprenticeship program registered under the Michigan Department of Corrections (Cluster Apprenticeship Program), whereby the notification of the apprentices satisfactory completion of their apprenticeship and request for the

Certificate of Completion will first be made to the State Apprenticeship Committee.

- Notify the registration agency of all terminations and cancellations of apprenticeship agreements.

Department of Corrections

The responsibilities of the Michigan Department of Corrections shall be to:

- Designate a State Apprenticeship Coordinator to coordinate the Statewide Apprenticeship Program, to be official liaison between the State and Local Apprenticeship Committees, and to perform related duties.

- Designate a Supervisor of Apprentices to each program-oriented correctional institution's apprenticeship program to perform appropriate related duties relative to the successful implementation of that correctional institution's standards.

- Provide financial support through the school budget.

- Employ qualified people as craftwork supervisors and craft instruction supervisors.

- Provide equipment, materials, and space for the apprenticeship program(s) acceptable to the Local Apprenticeship Committee.

- Forward records of apprentices to the Superintendent of Parole Supervision under separate cover, upon the apprentice being granted parole. The records will in turn be disseminated to the respective parole field offices.

Supervisor of Apprentices

Apprentices shall be under the general direction of the Supervisor of Apprentices and under the immediate direction of (the) Craftwork Supervisor(s). The Supervisor of Apprentices is authorized to move the apprentices in accordance with the predetermined schedule of work training. No apprentice may be retained on a scheduled work process for a period longer than the time scheduled for that work process unless permission is granted in writing by the Local Apprenticeship Committee.

The Supervisor of Apprentices, in consultation with the Local Apprenticeship Committee, shall prepare adequate record forms to be filled in by the Craftwork Supervisor under whom the apprentices receive direct instruction and experience. The Craftwork Supervisor shall make a report at least every 30 days to the Supervisor of Apprentices on the progress of the apprentices' manipulative skills, technical knowledge, and work attitudes and habits. These reports shall be submitted to the Local Apprenticeship Committee quarterly for its approval or disapproval and advise if appropriate.

See Appendix E for the list of correctional institutions' "Supervisors of Apprentices."

The duties of the Supervisor of Apprentices shall be to:

- Be responsible for the general operation and coordination of apprenticeship programs according to the institution's apprenticeship standards and the State Apprenticeship Program(s).
- Recruit eligible apprentices.
- Identify qualified candidates for the apprenticeship program by contacting the institution's civilian craftworkers, maintenance supervisors, industrial personnel, and vocational instructors.
- Provide orientation to the offender about the apprenticeship program and their responsibilities as a participant.
- Check with Resident Unit Managers and Classification Director on candidate's records to assure the adequate time is avilable for candidates to complete apprenticeship program.
- Clear reclassification of candidates to the apprenticeship program with Resident Unit Managers and Classification Director.
- Complete apprentice prospect evaluation and apprenticeship application evaluation forms.
- Present prospective candidates to the Local Apprenticeship Committee for approval or disapproval.
- Assure that work assignments are made in accordance to the training schedule identified in the institution's apprenticeship standards.
- Assure that the apprentice's related craft instruction is assigned and completed in accordance with the institution's apprenticeship standards timely with the on-the-job supervised work experience.
- Complete all forms and complete monthly records documenting hours of the apprentice's related craft instruction and work assignments and progress in developing appropriate work attitudes and habits and provide as a monthly report to the principal and institution head.
- Provide a quarterly report to the State Apprenticeship Coordinator to include Local Apprenticeship Committee meeting minutes, Craftwork Supervisor reports summary, apprentice record summary, and any other pertinent information, comments, or concerns (submitted through the principal).
- Ensure that all of the institutions' apprenticeship standards and coordination with State Apprenticeship Program are being met and reports to administration and the Local Joint Apprenticeship and Training Committee on any deviations to these standards are being made.

- Inform the Joint Apprenticeship Committee and principal of the institution on the progress or lack of progress on each apprentice.
- Council apprentices.
- Coordinate happenings of the Joint Apprenticeship Committee meeting.
- When appropriate, represent the views of the work supervisors and related instruction supervisors at the Joint Apprenticeship Committee.
- Keep in touch with all committee members.

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PART V

TYPES OF APPRENTICESHIP PROGRAMS: COMPLETE AND CLUSTER

All correctional institutions will not be able to offer all on-the-job supervised craft task work experience necessary for some apprenticeship programs, but they will be able to offer most work experiences. Some of the reasons they could not offer all work experiences may be lack of updated equipment or lack of licensed or certified craftworkers (and, consequently, cannot verify the appropriate skills needed to supervise according to the standards). There should not be any problem in each institution being able to offer the related craft instruction.

There will, therefore, be two (2) types of programs which may be registered with the registering agency--a complete apprenticeship program and a cluster program. A correctional institution which does not qualify for a complete apprenticeship program (which would be registered under the specific correctional institution's name) will be considered part of the cluster apprenticeship program (which would be registered under the Michigan Department of Corrections).

In a complete apprenticeship program, all the craft task and related craft instruction components needed for an apprenticeship program can and will be offered in that correctional institution. In a cluster apprenticeship program, the correctional institution can and will offer most, but not all, of the necessary on-the-job supervised craft task work experiences. The institutions operating cluster programs, however, when put together (both within and among security levels), will form a complete apprenticeship program.

All cluster apprenticeship programs in a certain area will have the same standards with an addendum specifying those craft tasks that that correctional institution will operate. Complete apprenticeship programs in a certain craft area registered by the different correctional institutions may be allowed by the U.S. Department of Labor to have some slight deviations reflecting the uniqueness of the neighboring regional community's needs. With the complete apprenticeship program, if there was a difference in their standards, there may be a slight inconvenience to a transferring apprentice. To be awarded a Certificate of Completion, a graduating offender would have to have completed the apprenticeship standards appropriate to the institution she or he wants to graduate.

All correctional institutions should strive to operate complete apprenticeship programs coordinated within and among security levels (particularly when establishing their first one). All correctional institutions should also strive to coordinate their apprenticeship programs (beyond their first one) with the rest of the correctional institutions in the State Apprenticeship Program.

PART VI

REGISTERING THE APPRENTICESHIP PROGRAM STANDARDS

All apprenticeship programs for correctional institutions shall be registered with the United States Department of Labor, Bureau of Apprenticeship and Training (BAT) local office. After the Local Apprenticeship Committee agrees on their apprenticeship program standards, appropriately coordinating it with the State Apprenticeship Program, as written and updated for this handbook and as reviewed by the State Coordinator, the standards will be given to the local BAT representative to review, approve, and register. A copy of the approved standards should also be sent to the State Apprenticeship Coordinator to share with the State Apprenticeship Committee and to put in the Michigan Department of Corrections Central Office records.

There will be two types of apprenticeship programs possible to be registered -- a complete program and a cluster program. If the correctional institution wants a complete program registered, then a correctional institution representative will be giving the standards to the local BAT representative for registration. If the correctional institution wants a cluster program registered however, the State Apprenticeship Coordinator will have to get the appropriate State representatives signatures before a correctional institution representative gives the standards to the local BAT representative. With a complete apprenticeship program, the apprenticeship program will be registered in that correctional institution's name. If the correctional institution wants a cluster apprenticeship program, it will be registered in the Michigan Department of Corrections' name.

The complete apprenticeship program is where all craft task work experiences and related craft instruction components needed for an apprenticeship program can and will be offered in that correctional institution. Complete apprenticeship programs in a certain craft may be slightly different reflecting the uniqueness of the neighboring regional community's needs.

The cluster apprenticeship program is where a number of craft task work experiences and/or related craft instruction components from different correctional institutions when put together form an entire apprenticeship program.

All correctional institutions should seek to operate complete apprenticeship programs, particularly with their first one.

PART VII

DEVELOPING THE APPRENTICESHIP PROGRAM STANDARDS

The Apprenticeship Programs Standards is the written plan of terms and conditions a Michigan correctional institution or the Michigan Department of Corrections will embody to train and supervise one or more apprentices in a craft for employment. It includes a systematic prospectus of on-the-job craft task training and related craft instruction for the craft.

Those terms and conditions which must be written typically the same for all corrections institutions, Central Office has written to abbreviate institution efforts (see Appendix H, "A Standards Model for Correctional Institutions"). Fill in the appropriate blanks of that model with specific information that applies to your institution, or modify it.

To that part, attach the apprenticeship program list of craft tasks and related craft instruction components with hours to be spent in each and attach the list of Local Apprenticeship Committee members: name, title, agency, contact address, contact phone.

Surveying Resources

Purpose. The main purpose of surveying the institution's resources is to use that information to preliminarily determine what apprenticeship program(s) the institution will provide. The results of the survey will first be shared with the institution head for the preliminary program decision. The reason a preliminary determination of which program(s) the institution would want to provide is made, is so the appropriate types of craft people can be sought for membership on the Local Apprenticeship Committee. When the Local Apprenticeship Committee is formed, the results of the resource survey will be shared with them for a more detailed determination of the extent of providing certain apprenticeship programs. The Local Apprenticeship Committee will make the final recommendation of what apprenticeship programs (or parts of the programs) the institution is able to provide.

Primarily, the institutions want to assess what programs would best train an offender for a job when she or he is paroled. Also, the institution would want to assess what kinds of jobs the institution wants skilled worker expertise.

It is also important to assess the state apprenticeship core programs (see Appendix I) and apprentice occupations other correctional institutions have (see Appendix J) or plan to have (that you will be receiving transfer students from) so transfer students will be able to continue with their apprenticeship commitment. A core apprenticeship program is the essential apprenticeship program(s) that will be offered at correctional institutions at all levels of security that constitute the central part of the statewide apprenticeship program. The State Apprenticeship Committee determines them.

There are 747 apprenticeable occupations from which to choose that already have standards developed, 224 in Michigan. (See Appendix F, "Michigan

Apprenticeable Occupations") You may, however, develop a new one if you want. You can work with your Local Apprenticeship Committee, particularly the United States Department of Labor, Bureau of Apprenticeship and Training (BAT) representative to do this.

Staff. Experienced, qualified, interested educational and craft personnel are also important in providing and supervising assignments systematically through all phases of on-the-job craft training activities and related craft instruction.

Selecting the craft workers who will be the apprentice's Craftwork Supervisor and acquainting them with the job to be done, is an important first step.

The Craftwork Supervisor should be thoroughly skilled in those phases of the occupation they are going to train and teach. Hopefully the skilled workers who will be giving the apprentices on-the-job craft training will be licensed/certified (from the U.S. Department of Labor) craftworkers themselves. Note, some institutions may have used Civil Service guidelines in hiring their skilled workers, which do not require appropriate craft licensing or certification from the U.S. Department of Labor, Bureau of Apprenticeship and Training. If your skilled workers are not licensed or certified, you will need to require the civilian skilled workers to varify their skills in the same craft tasks and related craft instruction. They will have to supervise the apprentice. See Appendix K, "Credit for Previous Experience". (This appendix form can be used for crediting previous experience from employees or former employees for either the civilian skilled worker, without craft license or certification, or an apprentice.) Options for getting verification for the craft tasks and related craft instruction of the civilian skilled workers, could be to contact former employer(s) or have the licensed/certified craftworker on your Local Apprenticeship Committee evaluate the correctional institution's civilian skilled worker(s) skills in each of the craft tasks.

The skilled workers should be interested in the progress of apprentices on the job.

In teaching skills the Craftwork Supervisor will ordinarily proceed as follows:

- Question apprentices as to what they know about the operation or craft task. Do not, however, assume they "know" the operation or craft task they say they do.

- Demonstrate each operation by slowly performing each new craft task step, emphasizing key points and safety precautions.

- Have apprentices perform the operation, assisting if help is needed.

- Have apprentices repeat the work several times under observation until satisfied that they can do it alone, safely and correctly.

- Continue the supervision and encourage questions to assure that apprentices are carrying out the methods and processes that have been taught.

It is also important that the apprentice have a qualified person to ask questions of while studying the related craft instruction part of the apprenticeship program. Preferably the person would have experience and would be licensed/certified in the craft.

Equipment. Apprentices are typically given their training on or with the same machinery and equipment they will be required to work on/with when they become fully employable. The survey will show what machinery and equipment will be available for apprentice learning. If the up-to-date machinery or equipment is not available, the institution could choose not to provide an apprenticeship program in that craft or could indicate what craft tasks in a certain program they can and cannot provide or could request to update and purchase the needed machinery or equipment or maybe a business would donate the needed equipment. The U.S. Department of Labor, Bureau of Apprenticeship and Training (BAT) representative on your Local Apprenticeship Committee will be able to help you make this assessment. (See Appendix D for your BAT Regional Representative.)

Space. Space is another thing you want to have. You want enough space in the craft work training area to safely accommodate the needed machinery and enough space to offer the related instruction. There are a variety of ways related craft instruction could be provided, some requiring more space than others. If you choose the related instruction to take place in a classroom setting, consider evening instruction if space for day instruction is more limited.

Related Craft Instruction. There are several options to providing the relating craft instruction aspect of the program. You may choose different ways of providing the related craft instruction for each of the different programs or you may choose all the same option. The State Apprenticeship Committee favors the related craft instruction offered through the local community colleges (or other source with experienced craft instructors) and least favors the related craft instruction offered through the Intermediate Correspondence School (ICS) Intext. The reason for them not favoring the ICS materials is because typically the apprentice does not have access to an experienced craft instructor to question when studying the materials. Following are some related craft instruction options and contact information when appropriate:

- Community college apprenticeship coordinator (See Appendix D)
- Correctional institution's vocational coordinator
- Intermediate correspondence school (ICS) intext regional representative (See Appendix D)
- Technical preparatory schools apprenticeship coordinator
  - -- Call Elodia Jones, Supervisor of Preparatory Schools and Specialist in licensing and liaison for Preparatory Schools, (517) 373-6774, for a specific recommendation of the Preparatory School closet to you that could do the job of related apprenticeship instruction.

-- A specific example would be MOTEC Educational Centers (Chrysler Training Center) Bob Bedard (313) 267-3363.

. University apprenticeship coordinator

Apprentices Interest and Time Left. There needs to be prospective apprentice interest and prospective apprentices need to be able to complete at least one year of the apprenticeship program at the institution.

Choosing Craft Apprenticeship. When deciding what craft apprenticeships to explore offering, the correctional institution should consider the State Apprenticeship Core programs, the projected job market the needs for skilled workers at the institution, and the institution's resources. The institution should be able to provide at least half of any apprenticeship program (cluster apprenticeship program). Hopefully most programs will be complete.

Determining Apprenticeship Program Tasks and Related Craft Instruction

Documented will be an organized display of the task skills (craft task work experiences) and knowledge (craft related instruction components) that employers expect incumbent workers of the apprenticeable craft to possess and that you will train for. The craft or occupation is a group of related jobs which require similar skills and knowledge (i.e., trade and industry). The term "job" indicates the title of someone employed (i.e., carpenter). Jobs are composed of duties and tasks that are performed by a specific worker. (In education, training for a job would be equivalent to two or more courses.) Duties are the major activities that are performed in a job (i.e., repairing fuel systems). A "duty" category is usually comprised of two or more tasks. On occasion, however, a duty might be supported by only one task. A task is a discrete unit of work performed by a worker as part of the total job performance (i.e., locate tools).

Try to list as specifically as possible the duties and tasks that the apprentice will have to learn throughout the training of the craft. The local BAT can help you write these. As mentioned before, samples can be consulted from the 271 programs already registered in Michigan in general, those registered already by other Michigan correctional institutions, State Apprenticeship Core Programs, and State Apprenticeship Cluster Programs (see Appendix L).

Allocating Craft Task Hours

What will be the number of work hours for the apprentice? Will it be 8,000 (4 years), 6,000 (3 years), 4,000 (2 years), or 2,000 (1 year) hours? Or something else?

Assume there are twelve (12) different craft tasks. Some require more training time than others.

List each of the craft tasks. Select the one in which the apprentice can become proficient in the shortest time and place the figure (1) next to it. Now compare each of the other tasks with the one you have selected as taking the shortest time. Some you will decide to be twice as difficult, others three times as difficult, others to have the same level of difficulty.

As you decide on the relative difficulty of each, place a figure next to the process such as 2 (twice as much), 3 (three times as much as 1), 4 (four times as much as 1) or 1.

These can be changed as you develop the allocations of time.

When you have finished, your new list will look about like this:

Craft Task A-1	Craft Task G-3
Craft Task B-2	Craft Task H-2
Craft Task C-2	Craft Task I-3
Craft Task D-4	Craft Task J-1
Craft Task E-2	Craft Task K-1
Craft Task F-1	Craft Task L-3

Now carefully determine the number of hours it will take to train the apprentice in the shortest craft tasks; A, F, J or K. Let us assume you arrive at a figure of 320 hours. Multiply 320 by the numbers you have given each of the processes. The example is now complete:

Craft Task A - 320	Craft Task G - 960
Craft Task B - 640	Craft Task H - 640
Craft Task C - 640	Craft Task I - 960
Craft Task D - 1280	Craft Task J - 320
Craft Task E - 640	Craft Task K - 320
Craft Task F - 320	Craft Task L - 960

8,000 hours

Your program of training in this case, will take 8,000 hours of approximately 4 years since the maximum work hours in 1 year at 40 hours per week for 52 weeks is 2,080.

After the hours of work are distributed as indicated in the example, it may be desired to add to some and reduce the amount of time for others.

See Appendix M for the "Checklist of Apprenticeship Fundamentals and Supplementary Program Information from the United States Department of Labor, Bureau of Apprenticeship and Training" that the BAT representative uses when determining whether to approve standards or not.

PART VIII

ENROLLING THE APPRENTICE

Recruiting Apprentices

Recruiting is a continuous "public (correctional institution) relations" effort. The Supervisor of Apprentices has the responsibility through a variety of ways and people to ready eligible offenders to commit to an apprenticeship.

A formal recruiting period and application period should be determined. The recruiting period may be periodic (i.e., quarterly, annually) continuous throughout the year, or only when more apprentices are needed. The application period could be continuous or for a designated period of time (i.e., one day, one to two weeks).

Eligibility Requirements of Apprentices

Before being accepted as an apprentice, an applicant must:

- Be in the correctional institution's general population.
- Be at least eighteen (18) years of age.
- Satisfy the Local Apprenticeship Committee that she or he has adequate time left on her or his sentence to complete at least one year of an apprenticeship program while at the institution.
- Satisfy the Local Apprenticeship Committee that she or he has the interest, ability, and attitude to master the rudiments of the craft. All applicants will be required to meet minimum norms on aptitude and ability tests for the craft. Ways to determine an applicant's interest and ability include former choices of school classes, vocational programs, OJT experiences and those records; scores from the Specific Aptitude Test Battery (SATB); and results from the MOIS assessment.

  Special physical, mental, or health requirements may also be required of applicants to demonstrate certain aptitudes such as numerical aptitude, eye-hand coordination, and manual dexterity. Although applicants cannot be rejected because of their height, weight, or apparent strength, they may be given performance and physical ability tests which are related to actual job requirements. You wouldn't want someone with a chronic skin disease training as a chef or a prospect without mathematics background as a sheet metal mechanic or a person allergic to paint as a painter.

  Characteristics most indicative of apprentice success fall into five major categories of selection criteria: academic record, personal background, job experience, aptitude tests, and interview for an overall evaluation.

- Have obtained or be seeking high school completion or equivalent, and must be recommended by the Local Apprenticeship Committee for that craft as having the capabilities of performing literacy competencies of math and reading in accordance with the Department of Corrections' educational policies.

- Be physically able to perform all work required of the craft, as determined by a physical examination.

Application and Selection Process of Apprentices

To apply for an apprenticeship program, apprenticeship candidates will complete the DOC Form CAO-735, Resident Apprenticeship Application (see Appendix N). All applicants shall be provided with a uniform application. The Supervisor of Apprentices will examine all applications. The Supervisor of Apprentices will review the application first, clearing reclassification, checking appropriate records researching for previous experience potential credit (see Appendix K) and completing DOC Form CAO-736, Apprenticeship Prospect Evaluation (see Appendix N).

The forms are submitted by the Supervisor of Apprentices to the Local Apprenticeship Committee. The Local Apprenticeship Committee reviews the forms and interviews each candidate.

During the interview, applicants may be asked questions about their school course work and grades, especially those directly related to the craft. The committee may ask questions about the applicant's interest in and reasons for choosing the trade. Past club memberships and hobbies that would have a direct reflection on the craft may also be considered. There may be questions to determine the applicant's attitude toward hard work, authority, team work, and responsibility. Personal traits such as sincerity, dependability, and aggressiveness may also be noted.

DOC Form CAO-737, Apprentice Applicant Evaluation, is filled out by each committee member. Then they will discuss their evaluations as a group and the Supervisor of Apprentices will fill in a DOC CAO-737, which represents the group. Candidates will then be score ranked according to the result of the DOC Form CAO-737 result. If the number of qualified apprentice applicants is in excess of the correctional institution's apprenticeship program limits, applicants not selected will be notified in writing and they may reapply and be reevaluated at any future application period. Those who do not possess the minimum eligibility requirements for that craft will be notified, and the reason stated.

Apprenticeship Agreement

Prior to an apprentice beginning the apprenticeship program, the Supervisor of Apprentices completes and obtains the signature of the apprentice on DOC Form CAO-741, Apprenticeship Agreement Between Apprentice and Local Apprenticeship Committee (see Appendix N). Then a copy of the DOC Form CAO-741 is sent to the appropriate regional BAT office for registration of the candidate. One copy is also sent to the State Apprenticeship Coordinator. The Local Apprenticeship Committee shall also notify the registering agency and the State Apprenticeship Coordinator of all apprentice actions, including terminations, suspensions, and completions of apprenticeship.

PART IX

BEGINNING OF APPRENTICE

Term of Apprenticeship

The duration of time designated to complete each apprenticeship program is listed for each craft as a part of each correctional institution's standards. Each term is divided into hour increments per task required to master the rudiments of the craft. The Apprenticeship Term includes both the on-the-job training and related instruction.

Credit for Previous Experience

An apprentice may be granted "credit" for previous experience in the craft. The apprentice must produce, however, documented evidence of such experience (i.e., on-the-job craft task work assignment and related craft instruction) and be able to demonstrate the progress or mastery of such task(s). The Supervisor of Apprentices will verify and evaluate the experiences. The Local Apprenticeship Committee determines whether to grant the credit. Previous credit assessment should be done as soon as possible for appropriate task assignment to be made. The "Credit for Previous Experience" form (Appendix K) may be used individually by the apprentice, the former employer, the Supervisor of Apprentices, and the Local Apprenticeship Committee for each step of the credit granting process.

Ratio of Apprentices to Craftwork Supervisors

The number of apprentices employed in each craft shall be determined by supervisory and custody requirements, and approved by both the Supervisor of Apprentices and the Craftwork Supervisor and BAT representative.

The number of new apprentices enrolled each year shall also be determined on the basis of the number of civilian craftworkers or civilian skilled workers in each correctional institution who will function as Craftwork Supervisor(s) for the apprentices. Only that number of apprentices will be employed who can be properly trained and afforded reasonable opportunity of future employment in the trade. Ratio of apprentices to skilled craftworkers will be one (1) apprentice to one (1) civilian craftworker, and one (1) additional apprentice may be employed for each additional three (3) steadily employed civilian craftworkers, unless otherwise agreed to by the Local Apprenticeship Committee and the registering agency.

Responsibilities of Apprentices

The responsibilities of the apprentice shall be to:

- Satisfactorily complete the required craft task work experience and related craft instruction as stipulated in the local institution's standards
- Produce quality work

- Work quickly, diligently, and faithfully to perform the work of the craft and such duties as are assigned to apprentice by the Craftwork Supervisor and Craft Instruction Supervisor

- Keep machines, tools, and work areas clean

- Demonstrate safe and healthful work practices

- Demonstrate continued interest and respect for the craft through her or his work experience and related instruction

- Develop healthy, positive working relationships with Supervisors and co-workers (co-apprentices)

- Appropriately handle and care for tools and equipment

- Follow instructions accurately and completely

- Comply with safety laws and the rules, regulations, policies, and practices of the Department of Corrections and the institution

- Regularly attend work and class

- Be punctual

- Be cost conscious

- Develop role modeling traits

- Appear before the Local Apprenticeship Committee as requested

- Keep daily records of hours performing craft task work assignments and of hours related craft instruction

  Keep such records on forms or in books designated for that purpose. The apprentice's daily records will be assessed (when appropriate) and signed by the appropriate Craftwork or Craft Instruction Supervisor and comments will be noted by the appropriate supervisors on the daily records when applicable. Each apprentice shall submit these daily records within two days after the end of each week.

Probationary Period

The first 1,000 hours of the apprenticeship term for every apprentice shall be a probationary period. During this probationary period, the apprenticeship agreement may be cancelled by the Local Apprenticeship Committee by their own determination or at the request of either the apprentice or the employer.

The Local Apprenticeship Committee will carefully observe the actions of the apprentice during the trial period. If the apprentice fails to apply her or himself to the craft conditions, or is otherwise found to be unsuited to the craft, the apprentice shall be removed from the apprenticeship program

before the expiration of the probationary period. The Supervisor of Apprentices shall determine whether to channel the apprentice into a different craft area commensurate with her or his ability. This determination will be made after consultation with the apprentice and obtaining, if necessary, recommendations from her or his Craftwork Supervisor and/or Craft Instruction Supervisor. After the completion of the probationary period, the apprentice must still have a definite interest and ability to progress. The apprentice must be performing the on-the-job training tasks to the satisfaction of her or his Craftwork Supervisor and must be maintaining a "C", "70%", or average rating in the related craft instruction. Failure to perform according to these standards will also result in cancellation of their apprenticeship agreement. The U.S. Department of Labor, Bureau of Apprenticeship and Training local office, and State Apprenticeship Coordinator shall be advised of all cancellations and the reasons.

PART X

PROGRAMMING THE APPRENTICE

Craft Task Work Experience Scheduling

The apprentice shall be given a normal workday schedule prior to beginning it based on the institution structure so that the hours of on-the-job training will assure the apprentice adequate time to accomplish the level of proficiency required by their particular craft. A minimum of 1,800 hours annual equivalence is required. Changes in the apprentice's standard schedule shall be negotiated between the Supervisor of Apprentices and the Craftwork Supervisor. In the case an apprentice is required to work overtime, such overtime work shall be under the direct supervision of the Craftwork Supervisor and the apprentice shall receive credit on the term of apprenticeship for only the actual hours worked.

Related Craft Instruction

The apprentice shall be required to take a minimum of 144 hours equivalency of related craft instruction per 1,800 hours of craft task work experience according to the standards of the institution. In case of failure on the part of any apprentice to fulfill the obligation, the Local Apprenticeship Committee shall suspend or revoke the apprenticeship.

Safety and Health Training

Each apprentice initially shall be provided with a safety and health course of instruction so she or he will perform her or his work in a safe manner. The institution shall include safe and healthful work practices and shall insure that the apprentice is trained in facilities and other environments that are in compliance with the occupational safety and health standards in accordance with the Michigan Occupational Safety and Health Act, Act 154, Public Acts of 1974, as amended. Initial instruction shall cover pertinent institutional safety regulations, reporting of accidents, and availability of first aid and medical facilities.

Participating institutions shall at all times exercise reasonable precaution for the health and safety of the apprentices engaged in the performance of their work. The apprentice shall comply with applicable provision of Federal, State and Municipal safety, health and sanitation statutes and codes.

As an integral and ongoing part of the craft related instruction, the Supervisor of Apprentices and/or Craft Instruction Supervisor shall provide competent training and instruction pertaining to safe work habits to keep the apprentice informed of methods necessary to perform all phases of the work in a proper and safe manner.

Work Attitudes and Habits Development

Every effort will be made by the Craftwork Supervisor and the Supervisor of Apprentices to assist the apprentice to develop and demonstrate good work attitudes and habits in:

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- Producing quality work
- Working quickly and diligently and faithfully to perform the work of the craft and such duties as are assigned the apprentice by the Craftwork Supervisor and Craft Instruction Supervisor
- Keeping machines, tools, and work areas clean
- Demonstrating safe and healthful work practices
- Demonstrating continued interest and respect for the craft through her or his work experience and related instruction
- Developing healthy, positive working relationships with Supervisors and co-workers (co-apprentices)
- Appropriately handling and caring for tools and equipment
- Following instructions accurately and completely
- Complying with safety laws and the rules, regulations, policies, and practices of the Department of Corrections and of the institution.
- Regularly attending work and class
- Being punctual
- Being cost conscious
- Developing role modeling traits

PART XI

MAINTAINING THE APPRENTICE

Evaluation of Apprentices

The Local Apprenticeship Committee shall evaluate apprentices quarterly during the term of apprenticeship. The evaluation shall cover on-the-job training, manipulative skills, work attitudes and habits, and the technical knowledge from the related instruction. If apprentices fail to show progress, they may be required to repeat a specific process; if they continue to show no progress, the apprenticeship agreement may be cancelled. Adequate records shall be maintained by the Supervisor of Apprentices for the Local Apprenticeship Committee to demonstrate progress.

Continuity of Training

Apprentices shall be given continuous employment insofar as possible. The correctional institution shall make every effort to arrange on-the-job craft task work experience and related craft instruction for the apprentice as outlined in the institution's standards. In the event of a reduction in force, all furloughed apprentices will be given an opportunity to return to their apprenticeship before new apprentices are hired.

The apprentices will exercise their seniority in their own group. For example, if there are four apprentices in any specific trade and a reduction in this number is required due to lack of work, the first hired shall be the last laid off and shall also be the first to be reinstated. This must be done, however, in accordance with each institution's policies and procedures (i.e., racial balance).

The Local Apprenticeship Committee shall make recommendations at thousand hour intervals as to changes in work scheduling necessary to assure the apprentice of continuity of their training.

Transfer of Apprentices

Every effort should be made not to transfer an apprentice. See Appendix O for Policy Directive, PD-BCF-34.01, "Prisoner Placement and Inter-Institutional Transfer" and Director's Office Memorandum 1985-29 (formerly 1985-4), effective February 20, 1985, "Treatment Priorities - Transfers."

If the apprentice must be transferred, the Supervisor of Apprentices at the sending institution will call the Supervisor of Apprentices at the receiving institution and will send the apprentice's apprenticeship records to the new Supervisor of Apprentices under separate cover.

If the apprenticeship program is not full, the transferring apprentice will immediately be admitted into the program. If the apprentice program is full at the receiving institution, and there is no waiting list, the transferred apprentice will be the first on the list to be put in the program when an opening occurs. This must be done, however, in accordance with each institution's policies and procedures (i.e., racial balance). A procedure for

placing a transferring apprentice into a full program with a waiting list is still to be determined.

Records

Complete records of the apprentice's progress on-the-job and in related instruction must be kept by the Supervisor of Apprentices and on a monthly basis to be shared with the principal and on a quarterly basis with the Local Apprenticeship Committee and the State Apprenticeship Coordinator. Other information also may be requested and will be shared with Local or State Apprenticeship Committee members or the State Apprenticeship Coordinator.

It is important to keep complete, accurate records not only for the Local Apprenticeship Committee, but also in the case an apprentice inmate is transferred and someone else has to follow what you began or continued.

Adequate records shall be maintained, including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the original application for each applicant, and information relative to the operation of the apprenticeship program. This information shall include, but not be limited to, job assignment, promotion, demotion, layoff or termination, rates of pay or other forms of compensation or conditions of work and any other records pertinent to determination of compliance. Records pertaining to individual applicants, whether selected or rejected, shall be maintained in such a manner as to permit identification of minority participants. Records on each applicant shall be maintained for a period of five (5) years and made available upon request of the registration agency or other authorized representatives.

They need to include daily records on the hours spent working on craft tasks and on the related instruction. One way to do this may be to have each apprentice provide a written note on a 3x5 card at the end of each day indicating how long she or he worked on what craft task, what related instruction component she or he tested and passed. A clerk (resident) could summarize those cards at the end of each week onto a sheet for each resident. At the end of a month, the Supervisor of Apprentices could review and verify the information and enter it on the apprentice's time record DOC Form CAO-740 (see Appendix N). Records also need to be kept on progress in developing good work attitudes and habits. This may be done by keeping anecdotal records.

PART XII

OTHER CONCERNS

Wages for Apprentices

The apprentice shall earn wages for the on-the-job craft task work experience and related craft instruction. The wage rate for the on-the-job work experience will be commensurate with the wage for other offenders on work assignment according to the Michigan Department of Corrections policy for prisoner wages and school stipends.

See Appendix P for Policy Directive PD-BCF-41.01 "Institution Work Assignments, Wages and School Stipends," and Director's Office Memorandum 1985-31, effective June 2, 1985, "Prisoner Wages and School Stipends."

Wage rate for the craft task work experiences will be the same as the work assignment wage rate. The wage rate for the related craft instruction will be the same as a school stipend.

The apprentice shall be paid at the full-time student stipend rate for the component hours in the related craft instruction as they test and pass each component. An apprentice cannot be paid more than the maximum amount of hours specified for that area in the standards no matter how long it takes the apprentice to learn and study the material to test and pass it.

Conduct and Discipline of Apprentices

An apprentice must exhibit behavior acceptable to the institutional Supervisor of Apprentices by adhering to all posted rules and regulations. An apprentice can be dropped from training if they are willingly involved in a rules infraction. See Appendix Q, Policy Diretive, PD-DWA-60.01, "Prisoner Disciplinary Policy."

The former apprentice may reapply to the Supervisor of Apprentices at such time that their security status permits reconsideration. Factors to be considered when seeking readmission include, but are not limited to, the following: prior apprenticeship performance, overall institutional adjustment, and recommendation of the Craftwork Supervisor. All applicants for readmission will be notified in writing by the institutional Supervisor of Apprentices relative to disposition. Copies will be forwarded to the State Apprenticeship Coordinator and the Local Apprenticeship Committee.

If the Supervisor of Apprentices finds that an apprentice shows a lack of interest or does not have the ability to become a competent qualified craft worker, all the facts in the case shall be placed before the Local Apprenticeship Committee for its recommendations. Under these circumstances an apprentice may be permitted to continue in a probationary status or required to do some remedidal activities, to repeat a specified task or series of tasks, or the agreement may be terminated. The registration agency and State Apprenticeship Coordinator shall be advised of all terminations.

Complaint Procedure

Who May File. A complaint may be filed by an apprentice or applicant, personally or by his/her authorized representative.

What For. A complaint may be filed on the general ground:

1. Discrimination in any phase of the apprenticeship program on the basis of race, color, religion, national origin, or sex, or

2. The required equal opportunity standards were not followed in the program operation with respect to his or her selection.

Documentation. The complaint must be in writing and signed by the complainant. It must include the name, address, and telephone number of the person allegedly discrminated against, the program sponsor involved, and a description of the circumstances of the failure to apply the equal opportunity standards of 29 CFR 30.

Where Filed. A complaint shall first be filed using the Michigan Department of Corrections Policy Directive PD-DWA-62.02, "Grievance Procedure for Corrections Clients" (see Appendix R). If unresolved, a subsequent complaint may be sent to the State Apprenticeship Coordinator to take to the State Apprenticeship Committee Review Board. Upon receipt of the complaint the State Apprenticeship Coordinator will also transmit copies of the complaint to the nearest BAT office and to the Warden of the correctional institution complained of.

When Filed. A complaint must be filed within 90 days of the alleged discrimination. A subsequent filing must be within the 90-day period or within 30 days after the final decision resulting from following the grievance procedure for corrections clients.

Requests for time extensions shall be liberally granted where the need for such extension was not caused by neglect or fault of the complainant. In no event shall a complaint be accepted for processing if initially filed later than one year from the date of the final action constituting the alleged discrimination.

Review Board. The review board should number three or more persons from the State Apprenticeship Committee. No employee of that BAT may be on this board, nor may a committee member having direct association with or acting directly as an agent or sponsor for the local administration of the Local Apprenticeship Program (that the complaint is being brought) be on this board.

The review board shall consider all available material evidence and may request an informal oral testimony from complainant authorized representative. The Review Board shall undertake to obtain voluntary corrective action when warranted. The Review Board shall render within 30 days of receipt of the complaint, a written report of its findings and conclusions in the case. Copies of the report shall be sent to the complainant or authorized representative filing the complaint, the respondent(s), other parties in interest, and the BAT.

BAT Responsibilities. When requested by wardens of correctional institutions or the State Apprenticeship Committee, the appropriate BAT representative shall assist and cooperate in establishing a review body, in developing procedures for the speedy consideration and disposition of complaints, and in informing its members of the requirements of 29 CFR 30. The BAT representative assigned the program is responsible for determining that such review body will fairly and effectively enforce the equal opportunity standards. If the contrary determination is made (there is reason to believe the review body will not or cannot operate in such manner) the designated BAT representative shall inform the warden or State Apprenticeship Committee of this judgment and the basis for it.

The designated BAT representative shall obtain separate reports from both the complainant and review board concerning the conclusions reached, then review the evidence upon which such conclusions were based. When in agreement with such conclusions, shall consider the case closed. A brief summary report of the case shall be forwarded by the designated BAT representative to her or his immediate supervisor.

In the event that a case referred to the review board has not been resolved within 90 days of referral, the designated BAT representative shall conduct an investigation and review of all particulars and evidence in the case with copies to the complainant or her or his authorized representative, the respondent(s), the private review body and other parties in interest. The BAT representative shall forward a brief summary of the case, her or his actions, findings and decision to immediate supervisor.

When a case has been resolved by the review board and there remains evidence that equal opportunity practices of the program are not in accord with 29 CFR 30, the designated BAT representative shall conduct an independent review and investigation.

Appeal of Determinations. In the matter of complaints by applicants or apprentices, the Regulation does not provide for further appeal from the determination of the assigned BAT representative. In those instances where in processing the complaint the program is found not to be operating in accordance with the equal opportunity standards and requirements of 29 CFR 30, and satisfactory adjustments cannot be obtained, deregistration action including appeal rights of the sponsor, is initiated.

The Administrator, BAT, or designee acting specifically for this purpose, may set aside these complaint processing procedures and time limitations when in her or his judgment a particular situation warrants special processing or extended determination, provided the rights of any of the parties are not adversely affected.

PART XIII

GRADUATING AND PLACING THE APPRENTICE/CRAFTWORKER

Certificate of Completion of Apprenticeship

When an apprentice has satisfactorily completed all of the requirements of the standards approved for that correctional institution, the Local Apprenticeship Committee shall notify the registration agency and request that a Certificate of Completion of Apprenticeship be issued for presentation to the apprentice. Any institution that completes an apprentice can award the Certificate of Completion of Apprenticeship issued from the United States Department of Labor, Bureau of Apprenticeship and Training. When the apprentice completes all requirements for graduation and has received a certificate, the apprentice shall be recognized as a craftworker.

Parole and Placement of Apprentices/Craftworkers

When an apprentice (prior to the completion of her or his apprenticeship) or former apprentice (now of craftworker status), is released from a correctional institution she or he will be given a letter of recommendation for placement by the institution's local Apprenticeship Committee of last enrollment. If the individual is being released prior to completing a correctional institution apprenticeship program, the letter of recommendation will certify the number of hours the apprentice has successfully completed each craft task and component of related craft instruction and will supply a written statement as to the status of the apprentice's work attitudes and habits. If the individual was a former apprentice of a correctional institution's apprenticeship program earning her or his craftworker status, the letter of recommendation will supply a written statement as to the status of the apprentice's work attitudes and habits. Also, to be attached to the letter will be a copy of the former apprentice's certificate of completion issued by the United States Department of Labor, Bureau of Apprenticeship and Training. Members of the Local Apprenticeship Committee will also try to assist the ex-offender getting a job directly related to her as his apprenticeship training (and that will hopefully allow the apprentice to continue with her or his apprenticeship training, if craftworker status has not been achieved).

PART XIV

MODIFYING THE STANDARDS

The standards of apprenticeship may be amended or new schedules of craft tasks and related craft instruction may be modified at any time by the Local Apprenticeship Committee, providing that no such change shall affect apprenticeship agreements already in effect without the written consent of the apprentice. An apprentice may continue with their original apprenticeship agreement and standards or choose to change to the newly adopted one. Such change or amendment shall be submitted and approved by the registration agency.

A copy of the modifications will also be furnished to the State Apprenticeship Coordinator to submit for information to the State Apprenticeship Committee.

APPENDIX A

POLICY DIRECTIVE PD-BCF-41.07

INSTITUTIONAL APPRENTICESHIP PROGRAMS

MICHIGAN DEPT. OF CORRECTIONS	EFFECTIVE DATE May 1, 1982	NUMBER PD-BCF-41.07
POLICY DIRECTIVE	Bureau of Correctional Facilities and Michigan State Industries	SUPERSEDES: NO. NEW
		DATED
SUBJECT INSTITUTIONAL APPRENTICESHIP PROGRAMS		PAGE 1 OF 4

OBJECTIVE: To establish an apprenticeship program which will provide a plan for approved training that will equip apprentices for future employment in the community as skilled workers in a craft, and to promote self-improvement and citizenship.

APPLICATION: All employees and eligible prisoners of any BCF institution which has submitted an acceptable plan to the State Multi-craft Apprenticeship Committee.

POLICY: Institutions are encouraged to develop an apprenticeship program(s) that is appropriate to their institutional population and institutional needs.

Definitions: For the purpose of this policy, the following definitions shall apply:

(a) "Apprenticeship" shall mean a prescribed period of time during which an apprentice learns a trade or craft through an on-the-job training experience and comprehensive related trade instruction.

(b) "State Multi-craft Apprenticeship Committee" shall mean that state committee consisting of representatives from the U.S. Department of Labor, State Department of Corrections, State Department of Education, and representation of the public sector of Industry, responsible for the general oversight of the Department's apprenticeship programs.

(c) "Joint Apprenticeship Committee" shall mean an institution's apprenticeship committee, consisting of representatives from corrections, business and labor, responsible for the general oversight of an institution's apprenticeship program.

(d) "Apprenticeship Standards" shall mean a set of written standards which establish the minimum qualifications, work experience, length of training and conditions of apprenticeship.

(e) "Supervisor of Apprentices" shall mean the person assigned by the Superintendent/Warden of each institution to oversee the apprenticeship program.

DOCUMENT TYPE	EFFECTIVE DATE	NUMBER	PAGE 2 OF 4
POLICY DIRECTIVE	May 1, 1982	PD-BCF-41.07	
		BUREAU/INST. NUMBER	SUPERSEDES NO.
			NEW

State Multi-craft Apprenticeship Committee:

To assure quality apprenticeship programs within the Department, a State Multi-craft Apprenticeship Committee has been organized. The purpose of this committee is to:

1. Develop a comprehensive set of apprenticeship standards that will be used as the basis of each institution's standards.

2. Advise and provide leadership to the various institutions operating an apprenticeship program.

3. Assure that the Department's apprenticeship programs are operated in accordance with the apprenticeship standards of the institution, and the U.S. Bureau of Apprenticeship Training Standards.

4. Recommend approval of the institution's apprenticeship standards prior to the standards being submitted to the Bureau of Apprenticeship Training for final approval.

Institution:

Each institution should determine the feasibility of operating an apprenticeship program. This determination will be made by the institution head in consultation with the school principal, and treatment director by evaluating the following basic factors:

1. Institutional need and ability to provide required space and equipment for the apprenticeship program.

2. Availability of support staff to supervise apprentices.

3. Availability of existing or obtainable educational programs to provide related trade instruction.

4. Identification of the trade areas that could be apprenticed.

Supervisor of Apprentices:

After the determination has been made to operate an apprenticeship program, the institutional head will appoint a supervisor of apprentices. This individual should be knowledgeable of the crafts to be apprenticed. The duties of the supervisor of apprentices will be to provide supervision of the apprenticeship program as defined by the State Multi-craft Apprenticeship standards.

DOCUMENT TYPE	EFFECTIVE DATE	NUMBER	PAGE 3 OF 4
POLICY DIRECTIVE	May 1, 1982	PD-BCF-41.07	
		BUREAU/INST. NUMBER	SUPERSEDES NO.
			NEW

Joint Apprenticeship Committee (JAC)

A Joint Apprenticeship Committee (JAC) will be organized by the institution's school principal and supervisor of apprentices with assistance from the Department's vocational coordinator. The makeup of the committee should be representative of the crafts to be apprenticed consisting of individuals from business, industry, unions and institutional staff.

The purpose of this committee will be to develop the apprenticeship standards to govern the institution's apprenticeship program. Additional responsibilities will be the general oversight of the institution's apprenticeship program in accordance with the institution's apprenticeship standards and the Bureau of Apprenticeship Training Standards.

The Joint Apprenticeship Committee will also conduct interviews of candidates for the institution's apprenticeship program in accordance with the institution's apprenticeship standards and will either approve or disapprove the candidate's request to participate in the program.

Department's Vocational Coordinator:

The Department's vocational coordinator will have the responsibility to coordinate the collective efforts of the Department to organize and operate viable apprenticeship programs, in appropriate institutions. This individual will serve as the executive secretary of the Multi-craft Advisory Committee and provide assistance to each institution in its initial development of the institution's JAC and apprenticeship standards. On a periodic basis, the Department's vocational coordinator will assess the institution's apprenticeship program and report findings to the institution head and Multi-craft Apprenticeship Committee.

Summary:

Each institution having an approved apprenticeship program will comply with its own standards and the U.S. Department of Labor, Bureau of Apprenticeship Training Standards, in the everyday operation of the program. This would include, but not be limited to, assuring appropriate hours, training and related instruction schedules according to each trade or craft as specified by the Bureau of Apprenticeship Training requirements.

DOCUMENT TYPE	EFFECTIVE DATE	NUMBER	PAGE 4 OF 4
POLICY DIRECTIVE	May 1, 1982	PD-BCF-41.07	
		BUREAU/INST. NUMBER	SUPERSEDES NO.
			NEW

It will be the intent of the Department to operate apprenticeship programs that are representative of current occupational practices providing realistic training to those prisoners participating in apprenticeship programs.

AUTHORITY: State of Michigan Multi-craft Apprenticeship Committee Standards and the U.S. Department of Labor, Bureau of Apprenticeship Training Apprenticeship Standards.
PD-BCF-11.01 - BCF Organization and Responsibility
PD-DWA-40.01 - Programs for Rehabilitation

ACA STANDARDS: 2-4022
2-4439

APPROVED: _____ 4/2/82
Robert Brown, Jr., Deputy Director — Date
Bureau of Correctional Facilities

RB:PW:evb
3/30/82

APPENDIX B

OPERATIONAL PROCEDURE OP-BCF-41.03

APPRENTICESHIP PROGRAM

MICHIGAN DEPT. OF CORRECTIONS

PROCEDURE

EFFECTIVE DATE	NUMBER
April 20, 1982	OP-BCF-41.03
APPLICATION: Bureau of Correctional Facilities	SUPERSEDES: NO NEW
	DATED

SUBJECT: APPRENTICESHIP PROGRAM

PAGE 1 OF 5

BUREAU/INSTITUTION NUMBER	SUPERSEDES: NO.

OBJECTIVE: To enable institutions to establish a comprehensive apprenticeship program that meets the Department's multi-craft apprenticeship standards for apprenticeship programs and the maintenance needs of the institution.

INFORMATION: An apprenticeship is a prescribed period of time, one to four years depending upon the trade or craft, during which an apprentice learns a trade or craft through an on-the-job training experience and comprehensive related trade instruction. Because of the minimum requirements for the completion of most apprenticeships not every institution will have the capabilities to provide an apprentice program. For those institutions that house residents with sufficient time to complete an apprenticeship program, the following procedure will provide the enabling steps to develop a comprehensive apprenticeship program. The apprenticeship program does not need to be limited to the vocational offerings of the institution but may include other skill trades and crafts that are operating within the institution.

APPLICATION: Department of Corrections.

WHO	DOES WHAT
Principal	1. In conjunction with the Classification Director will conduct a survey to establish a need for apprenticeship programs and the craft areas to be apprenticed. The survey should include but not be limited to the following:

a. Institutional need for skilled workers in the various areas that can be apprenticed.

b. Availability of equipment and space to provide the on-the-job training and related trade instruction.

c. Availability of educational and maintenance staff to provide and supervise the on-the-job training activities of the apprentices.

d. Availability of existing or obtainable education programs to provide the related trade instruction required for the trades or crafts to be apprenticed.

e. Adequate time for prospective apprentices to complete at least one year or more of the program.

DOCUMENT TYPE	EFFECTIVE DATE	NUMBER	PAGE
PROCEDURE	April 20, 1982	OP-8CF-41.03	2 OF 5
		BUREAU/INST. NUMBER	SUPERSEDES NO.
			NEW

WHO	DOES WHAT
	2. Notifies Institution Head of the results of survey.
Institution Head	3. Appoints (assigns) in consultation with the Department's Superintendent of Education a Supervisor of Apprentices who is knowledgeable of apprenticeship programs and who is also knowledgeable of work conditions of the trades.
	4. Submits name and credentials of appointee to the Department's Vocational Coordinator.
Department's Vocational Coordinator	5. Submits for information purposes the name and credentials of individual assigned as the institution's Supervisor of Apprentices to the Department's Statewide Multi-Craft Apprenticeship Committee.
Principal and Supervisor of Apprentices	6. With assistance from the Department's Vocational Coordinator, organizes a Joint Apprenticeship Committee (JAC) using the Department's Statewide Multi-Craft Apprenticeship standards as a guideline.
Principal and JAC	7. Develops the institution's apprenticeship standards in accordance with the standards established by the Department's Statewide Multi-Craft Apprenticeship Committee. The Department's Vocational Coordinator assists in the development of these standards.
Principal or Chairperson of the J.A.C.	8. Submits the completed apprenticeship standards along with a position paper explaining the institution's ability to provide the on-the-job training and related trade instruction for those proposed trades and crafts to be apprenticed in the institution to the Department's Vocational Coordinator for review and comments.
Department's Vocational Coordinator	9. If institutional apprenticeship standards are acceptable, submits them to the Department's Statewide Multi-Craft Committee for approval and transmittal to U.S. Department of Labor, Bureau of Training for approval and registration.
	10. Will notify the institution head and principal that the institution's apprenticeship standards have been approved and submitted to U.S. Department of Labor, Bureau of Apprenticeship Training, for final approval.

DOCUMENT TYPE	EFFECTIVE DATE	NUMBER	PAGE
PROCEDURE	April 20, 1982	OP-BCF-41.03	3 OF 5
		BUREAU/INST. NUMBER	SUPERSEDES NO.
			NEW

WHO	DOES WHAT
Principal	11. Upon receipt of notification from the Department's Vocational Coordinator of approval status of the institution's apprenticeship standards, the principal informs the institution's Supervisor of Apprentices that the apprenticeship program is approved and will jointly initiate program.
Institutions' Supervisor of Apprentices	12. Identifies candidates for apprenticeship program by contacting institution's work supervisors and vocational instructors. Apprenticeship candidates will complete CAO-735, Resident Apprenticeship Application, for review by Supervisor of Apprentices.
	13. Provides an orientation to prisoners about the apprenticeship program and their responsibilities as participants.
	14. Checks with RUM's and Classification Directors on candidates' records to assure that adequate time is available for candidates to complete apprenticeship program.
	15. Clears reclassification of candidates to apprenticeship program with RUM's and Classification Director.
	16. Completes OJT/Apprentice Prospect Evaluation and Apprentice Application Evaluation (CAO-737) forms as specified in the institution's apprenticeship standards.
	17. Submits evaluations of candidates and present candidates to the Joint Apprenticeship Committee (JAC) for placement into the apprenticeship program.
JAC	18. Conducts interviews of candidates for apprenticeship program in accordance with the institution's apprenticeship standards and approves or disapproves candidates.
Institutions' Supervisor of Apprentices	19. Completes and obtains signature of apprentice on the Department's Apprenticeship Agreement CAO-741.
	20. Submits three copies of the signed Apprenticeship Agreement (CAO-741) to the regional office of the Bureau of Apprenticeship Training for registration of the apprentice.

DOCUMENT TYPE	EFFECTIVE DATE	NUMBER	PAGE 4 OF 5
PROCEDURE	April 20, 1982	OP-BCF-41.03	
		BUREAU/INST. NUMBER	SUPERSEDES NO.
			NEW

WHO	DOES WHAT
Regional Office of the Bureau of Apprentice-ship Training	21. Registers the apprentice and returns to the institution Supervisor of Apprentices two copies of the Registered Apprenticeship Agreement (CAO-741).
Institutions' Supervisor of Apprentices	22. Files one copy of the Registered Apprenticeship Agreement (CAO-714) and provides the apprentice with a copy of the Registered Agreement.
	23. Assigns OJT/work assignment in accordance with the institu-tion's apprenticeship standards.
	24. Assures that the apprentices' Related Training Instruction a minimum of 144 hours per year is assigned and the related on-the-job training is completed in accordance with the institution's apprenticeship standards.
Institutions' Supervisor of Apprentices	25. Completes all forms and compile all records specified by the institution's apprenticeship standards.
	26. Reports to the institution's Joint Apprenticeship Committee (JAC) progress and problems of apprentices at each regularly scheduled meeting.
OJT Foreman/ Work Super-visor	27. Submits a monthly report (CAO-740, Apprentice Time Record) including hours accumulated, evaluation of work and progress of each apprentice supervised to the institution's Supervisor of Apprentices.
Related Training Instructors	28. Submits a monthly report (CAO-740, Apprentice Time Record) including hours accumulated, evaluation of course work and progress of each apprentice in class to the institution's Supervisor of Apprentices.
Institution Head, Princi-pal, Institu-tion's Super-visor of Apprentices and JAC	29. Ensure that all of the institution's apprenticeship standards and the Statewide Multi-Craft standards are followed in the everyday operation of the institution's apprenticeship program.

DOCUMENT TYPE	EFFECTIVE DATE	NUMBER	PAGE 5 OF 5
PROCEDURE	April 20, 1982	OP-BCF-41.03	
		BUREAU/INST. NUMBER	SUPERSEDES NO.
			NEW

WHO	DOES WHAT
Department's Vocational Coordinator	30. Periodically assesses the institution's apprenticeship program to assure compliance with the institution's and Statewide Multi-Craft apprenticeship standards.
	31. If the institution is found to be out of compliance, corrective measures will be developed in consultation with the Institution Head, Principal and Supervisor of Apprentices.
Institution Head	32. Assures that corrective measures are implemented.

AUTHORITY: PD-BCF-11.01

APPROVED: _____ 4/8/82

Robert Brown, Jr., Deputy Director
Bureau of Correctional Facilities

Date

RB:PW:evb
4/8/82

APPENDIX C

STATE MULTI-CRAFT JOINT APPRENTICESHIP AND TRAINING COMMITTEE MEMBERS

STATE MULTI-CRAFT JOINT APPRENTICESHIP AND TRAINING COMMITTEE MEMBERS

Karen Atkinson, Ph.D., Vocational Coordinator
State Apprenticeship Coordinator
Michigan Department of Corrections
303 E. Michigan Avenue, CORR Building
Lansing, MI 48913
Phone: (517) 334-7840

Hal Bell, Director
Labor Relations
Michigan Chapter
Associated General Contractors
2323 N. Larch, P.O. Box 27005
Lansing, MI 48909
Phone: (517) 371-1550

Glen Bivins, Regional Representative
U.S. DOL-BAT
Rm. 308 CORR Building
300 E. Michigan Avenue
Lansing, MI 48933
Phone: (517) 377-1746

Ken Case
MI State Building and Construction
Trades Council
419 S. Washington
Room 300
Lansing, MI 48933
Phone: (517) 484-8427

Thomas Flynn, Michigan Director
U.S. DOL-BAT
231 W. Lafayette, Rm. 657
Federal Building and Courthouse
Detroit, MI 48226
Phone: (313) 226-6206

Joe Forbes, Director of Governor's
Office for Job Training
222 Hollister Building
108 West Allegan
Lansing, MI 48909
Phone: (517) 373-6227

Jerry Forrest, T&I Consultant
Post-Secondary Occupational Education
Michigan Department of Education
Ottawa Building, South Tower
608 W. Allegan Street
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Robert Kasper, Chairman
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Industrial Relations, Room 108
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Al Lorente
International Representative
Skilled Trades Department
United Auto Workers
8000 E. Jefferson Avenue
Detroit, MI 48214
Phone: (313) 926-5421

William Main, Manager
Chrysler Corporation
Special Skills Development and
Apprentice Training
CIMS 416-26-01
P.O. Box 1919
Detroit, MI 48288
Phone: (313) 956-5257

Victor Mayette, District IV Manager
Michigan Employment Security Commission
Michigan Department of Labor
300 E. Michigan Avenue
CORR Building, Suite 102
Lansing, MI 48933
Phone: (517) 334-6785

Chef Nelson
Hotel Restaurant and Institutional
Management Program
Food Lab, Room 71
Kellogg Center
Michigan State University
East Lansing, MI 48823
Phone: (517) 353-5170

Mike Quinn
Michigan Job Training Partnership Assoc.
1850 West Mt. Hope
Lansing, MI 48910

Charles A. Romine, Regional Representative
U.S. DOL-BAT
74 N. Washington, Rm. 2-1-60
Battle Creek Federal Center
Battle Creek, MI 49017
Phone: (616) 962-6511 Ext. 6383

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STATE MULTI-CRAFT JOINT APPRENTICESHIP AND TRAINING COMMITTEE MEMBERS

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Michigan Department of Corrections
300 E. Michigan Avenue, CORR Building
Lansing, MI 48913
Phone: (517) 334-7840

Jerry Winter, Asst. Director
Skilled Trades, Apprenticeship Training
& Craft Union Administration
General Motors Corporation
Room 141, 9th Floor
Detroit, MI 48202
Phone: (313) 556-4930

APPENDIX D

LOCAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE MEMBERSHIP REPRESENTATION AND MAJOR ROLE(S)

LOCAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE MEMBERSHIP REPRESENTATION AND MAJOR ROLE(S)

Required Members	Major Roles
Warden or Assistant	- Institution's decision-maker
Principal	- School budget control
Supervisor of Apprentices	- Liaison and coordinator with and between craftwork supervisor and craft instruction supervisor - Record keeper - Reporter
*Offender	- Offender perspective
U.S. Department of Labor Bureau of Apprenticeship and Training Regional Represenative (See page D-3 for Regional Representatives)	- Registering agency - Recruit non-union craft representative(s) (about 85% of 747 apprenticed trades)
AFL-CIO Regional Representatives (See page D-5 for Regional Representatives)	- Union perspective - Recruit union craft representative(s) (About 15% of 747 apprenticed trades)
Local Prison Employees Union	- Union perspective (i.e., MESA, AFSCME, AFL-CIO)
Local Craft Representative for each Apprenticeship Program	- Craft knowledge and skill for on-the-job training and related instruction time on tasks
Governor's Office for Job Training (See page D-7 for Job Training Partnership Act: Service Delivery Area (SDA) Representatives)	- Placement through service delivery areas through Job Training Partnership Act - Employability Skills Training
Michigan Employment Security Commission (See page D-12 for District Representatives)	- Placement

*NOTE: The offender representative should be "level headed" not a "hot-head," get along with everybody (residents, institution personnel), be in an apprenticeship program (preferably have experience in an apprenticeship program).

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LOCAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE MEMBERSHIP REPRESENTATION AND MAJOR ROLE(S)

Consultative Members	Major Roles
Work Supervisor(s)	- On-the-job training - Work Scheduling
Instruction Supervisor(s)	- Related technical instruction
Community College Apprenticeship Coordinator (See page D-15 for Local Coordinators)	
Correctional Institution's Vocational Instructor	
Intermediate Correspondence School (ICS) Intext Regional Representative (See page D-16 for Regional Representatives)	
University Apprenticeship Coordinator	

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UNITED STATES DEPARTMENT OF LABOR
BUREAU OF APPRENTICESHIP AND TRAINING (BAT)
REGIONAL REPRESENTATIVES

Area *	Representative Name, Address, Telephone Number
1	Suite 410 Marquette City Hall 220 West Washington Street Marquette, MI 49855 Phone: (906) 228-7308
2	Ronald A. Hilton Room 186 Federal Building 110 Michigan, N.W. Grand Rapids, MI 49502 Phone: (616) 456-2380
3	Joseph S. Pietryga P.O. Box 1017 N. Warren at E. Genesee Saginaw, MI 48606 Phone: (517) 753-0423
4	Thomas F. Flynn, State Director (Washtenaw) William R. Riddle (Lapeer, Livingston, St. Clair) Betty A. Grable (Macomb, Monroe) All three share Oakland and Wayne Room 657 Federal Building 231 Lafayette Avenue Detroit, MI 48226 Phone: (313) 226-6206
5	Charles A. Romine Room 2-1-60 Battle Creek Federal Center 74 N. Washington Avenue Battle Creek, MI 49107 Phone: (616) 962-6511, Ext. 6383
6	Glenn M. Bivins Room 308 CORR Building 300 E. Michigan Avenue Lansing, MI 48933 Phone: (517) 377-1746

* See BAT Regional Map

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UNITED STATES DEPARTMENT OF LABOR

BUREAU OF APPRENTICESHIP AND TRAINING (BAT) REGIONAL MAP

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Supersedes
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December 1985

MICHIGAN STATE AFL-CIO REGIONAL REPRESENTATIVES

(LABOR EMPLOYMENT AND DEVELOPMENT PROGRAM)

Area *	Representative Name, Address, Telephone Number
1	Wayne P. Roy P.O. Box 489 Marquette, MI 49855 Phone: (906) 228-3211
2	Carl Simpson P.O. Box 605 Grand Haven, MI 49417 Phone: (616) 846-2810
3	Erma Lurvey IBEW Building 1300 W. Thomas Street Bay City, MI 48706 Phone: (517) 684-3918
4	Mark Alexander Central Office and Clearinghouse
5	Open Central Office and Clearinghouse
6	Steven Gulick 954 West Monroe Street, Suite B Jackson, MI 49202 Phone: (517) 784-9225
7	Central Office and Clearinghouse Bruce Stine, Director J. Charles Bennett, Assistant Director Rebecca Cofman, Coordinator 414 North Larch Lansing, MI 48912 Phone: (517) 485-7477
8	Open Central Office and Clearinghouse
9	Open Central Office and Clearinghouse

* See AFL-CIO Regional Map

September 1986
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MICHIGAN STATE AFL-CIO REGIONAL MAP

(LABOR EMPLOYMENT AND DEVELOPMENT PROGRAM)

September 1986
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December 1985

SERVICE DELIVERY AREA (SDA) REPRESENTATIVES

Area *	Representative Name, Address, Telephone Number
1 Allegan & Ottawa Counties	Gary Scholten, Director Ottawa County Department of Employment and Training 12465 James Street Holland, MI 49423 Phone: (616) 399-3355
2 Arenac, Clare, Gladwin, Iosco, Ogemaw, and Roscommon Counties	Roberta Volker-Foreman Director Region 7B Employment and Training Consortium 402 N. First Street P.O. Box 408 Harrison, MI 48625 Phone: (517) 539-2173
3 Barry, Branch, and Calhoun Counties	John M. Martinoff Executive Director Mid Counties Employment and Training Consortium P.O. Box 1574 Battle Creek, MI 49016 Phone: (616) 965-0521
4 Bay, Midland and Saginaw Counties	Dennis Brieske, Director Saginaw County 1600 N. Michigan Room 400 Saginaw, MI 48602 Phone: (517) 754-1144
5 Berrien, Cass and Van Buren Counties	Richard Dornbos Berrien-Cass-Van Buren PIC Benton Harbor Area Center 655 Riverview Drive P.O. Box 247 Benton Harbor, MI 49022 Phone: (616) 927-1064
6 Central Upper Peninsula (Alger, Delta, Dickinson, Marquette, Menominee and Schoolcraft Counties	Gregory A. Sudderth Director Six-County Consortium for Employment and Training 2415 First Avenue North Escanaba, MI 49829 Phone: (906) 789-9732

* See SDA Map

Area *	Representative Name, Address, Telephone Number
7 City of Detroit	Ollie McKinney, Jr. Director City of Detroit Employment and Training Department 903 W. Grand Boulevard Detroit, MI 48208 Phone: (313) 898-2437
8 Downriver Community Conference and Monroe County	Kathy Allesandro Downriver Conference E and T Unit 140 Superior Wyandotte, MI 48192 Phone: (313) 281-0700
9 Eastern Upper Peninsula (Chippewa, Luce and Mackinac Counties)	Douglas E. Stites Acting Director Eastern U.P. Employment and Training Consortium P.O. Box 717 408 Ashmun Street Saulte Ste. Marie, MI 49783 Phone: (906) 635-1752
10 Genessee and Shiawassee Counties	Gary Johnson Walter Reuther Learning Center 708 Root Street, Room 322 Flint, MI 48503 Phone: (313) 762-0391
11 Gratiot, Ionia, Isabella and Montcalm Counties	Ralph F. Loeschner Central Area Partnership Consortium Eight CAP 904 Oak Drive (Turk Lake) Greenville, MI 48838 Phone: (616) 754-9315
12 Hillsdale, Jackson and Lenawee Counties	Robert J. Winchester Director Region II Employment and Training Consortium 120 W. Michigan Avenue Jackson, MI 49201 Phone: (517) 788-4490

* See SDA Map

Area *	Representative Name, Address, Telephone Number
13 Huron, Lapeer, Sanilac and Tuscola Counties	Marvin N. Pichla Director Thumb Area Employment and Training Consortium 6240 W. Maint Street Cass City, MI 48726 Phone: (517) 872-2156
14 Kalamazoo and St. Joseph Counties	Robert A. Straits Project Director WE Upjohn Institute 522 W. Lovell Street Kalamazoo, MI 49007 Phone: (616) 323-7495
15 Kent County and City of Grand Rapids	Charles Beardon Acting Director GRAETC II 144 East Fulton Street Grand Rapids, MI 49503 Phone: (616) 774-3891
16 Lake, Mason, Mecosta, Newaygo and Osceola Counties and the Cities of Big Rapids and Ludington	Paul Griffith, Director West Central Employment and Training Consortium 110 Elm Street Big Rapids, MI 48307 Phone: (616) 796-4891
17 Lansing Tri-County (Clinton, Eaton, and Ingham Counties and Cities of Lansing and East Lansing)	Michael A. Quinn Executive Director Lansing Tri-County Employment and Training Consortium 1850 W. Mt. Hope Avenue Lansing, MI 48910 Phone: (517) 487-0106
18 Livingston and Washtenaw Counties and the City of Ann Arbor	Verna McDaniel, Director WALTEC 120 E. Catherine Ann Arbor, MI 48107 Phone: (313) 994-1640
19 Macomb and St. Clair Counties	John Bierbusse Director Macomb/St. Clair SDA 59 N. Walnut Mt. Clemens, MI 48043 Phone: (313) 469-5220

* See SDA Map

Area *	Representative Name, Address, Telephone Number
20 Muskegon and Oceana Counties	Paul E. Roy, Jr. Director Muskegon County Department of Employment and Training 990 Terrace Street Muskegon, MI 49442 Phone: (616) 724-6381
21 Northeast Lower Michigan (Alcona, Alpena, Cheboygan, Crawford, Montmorency, Oscoda, Otsego and Presque Isle Counties)	Kurt Reis, Director Northeast Michigan Consortium P.O. Box 711 Onaway, MI 49765 Phone: (517) 733-8548
22 Northwest Lower Michigan (Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford Counties)	Alton M. Shipstead, Jr. Director Northwest MI Employment and Training Consortium P.O. Box 506 Traverse City, MI 49685 Phone: (616) 947-4780
23 Oakland County (Excluding Pontiac Consortium)	Harold R. McKay, Manager Oakland County Employment and Training Division 377 S. Telegraph Pontiac, MI 48053 Phone: (313) 853-1078
24 City of Pontiac and the Oakland County Townships of Independence, Orion, Pontiac, Waterford and White Lake	Robert Larsen Oakland Intermediate School District 2100 Pontiac Lake Road Pontiac, MI 48054 Phone: (313) 858-2151
25 Wayne county (Excluding City of Detroit and Downriver Community Conference)	Barry Hawthorne, Director Wayne County Employment and Training Administration 33057 Schoolcraft Road Livonia, MI 48151 Phone: (313) 261-3420
26 Western Upper Peninsula (Baraga, Gogebic, Houghton, Iron, Keweenaw, and Ontonogan Counties)	James Saari, Director Western U.P. Manpower Consortium 100 Marquette Street Ironwood, MI 49938 Phone: (906) 932-4059

* See SDA Map

SERVICE DELIVERY AREA (SDA)

REGIONAL REPRESENTATIVES

* City of Detroit
Pontiac Consortium

MICHIGAN EMPLOYMENT SECURITY COMMISSION (MESC) JOB SERVICE DISTRICT REPRESENTATIVES

District*	District Managers, Name, Address, Telephone Number
1 The counties of Wayne and Monroe. The southwest corner of Oakland County bounded on the north by 14 Mile Road and on the east by Southfield Road.	Robert Benedict 4321 Oakman Detroit, MI 48204 Phone: (313) 934-0950
2 The counties of Huron, Genesee, Lapeer, Macomb, Saginaw, St. Clair, Sanilac, Shiawassee and Tuscola. Oakland County, except for the southwest corner bounded on the north by 14 Mile Road and on the east by Southfield Road.	Gloria Hardiman 17 Glenwood Shopping Plaza Pontiac, MI 48058 Phone: (313) 332-0191
3 The counties of Barry, Branch, Calhoun, Clinton, Eaton, Gratiot, Hillsdale, Ingham, Ionia, Isabella, Jackson, Lenawee, Livingston, Montcalm and Washtenaw.	Victor Mayette 300 E. Michigan, Suite 102 Lansing, MI 48933 Phone: (517) 334-6785
4 The counties of Allegan, Berrien, Cass, Kalamazoo, Kent, Muskegon, Oceana, Ottawa, St. Joseph and VanBuren.	Eugene Lyons 1288 28th Street, S.W. Wyoming, MI 49509 Phone: (616) 531-5360
5 The counties of Alcona, Alpena, Antrim, Arenac, Bay, Benzie, Charlevoix, Cheboygan, Clare, Crawford, Emmet, Gladwin, Grand Traverse, Iosco, Kalkaska, Lake, Leelanau, Manistee, Mason, Mecosta, Midland, Missaukee, Montmorency, Newaygo, Ogemaw, Osceola, Oscoda, Otsego, Presque Isle, Roscommon and Wexford.	Josie Bennett 911 Spring Street Petoskey, MI 49770 Phone: (616) 347-5150
6 The 15 counties of the Upper Peninsula: Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon and Schoolcraft.	Richard Windberg 2833 West US-41 Marquette, MI 49855 Phone: (906) 226-7543

* See MESC District Map

September 1986
Supersedes
App. Hdbk.D-12 & D-13
December 1985

MICHIGAN EMPLOYMENT SECURITY COMMISSION (MESC) JOB SERVICE DISTRICT REPRESENTATIVES

Area*	District Managers, Name, Address, Telephone Number
7 Barry, Van Buren, Kalamazoo, Calhoun, Berrien, Cass, St. Joseph, and Branch Counties; and Lee and Casco Townships in Allegan County.	Eugene Lyons 1601 Burdick South Kalamazoo, MI 49001 Phone: (616) 349-9621
8 Oceana, Newaygo, Muskegon, Montcalm, Ottawa, Kent, Ionia and Allegan (except Lee and Casco Townships) Counties.	Jim Stewart, Acting 1288 28th Street, S.W. Wyoming, MI 49509 Phone: (616) 531-5360
9 Emmet, Cheboygan, Presque Isle, Charlevoix, Antrim, Otsego, Montmorency, Alpena, Leelanau, Benzie, Grand Traverse, Kalkaska, Crawford, Oscoda, Alcona, Manistee, Wexford, Missaukee, Roscommon, Ogemaw, Iosco, Mason, Lake, Osceola, Clare, Mecosta, and Isabella Counties.	Josie Bennett 911 Spring Street Petoskey, MI 49770 Phone: (616) 347-5150
10 All 15 counties in Upper Peninsula	Richard Windberg 2833 West US-41 Marquette, MI 49855 Phone: (906) 226-7543

* See MESC District Map

MICHIGAN EMPLOYMENT SECURITY COMMISSION (MESC) JOB SERVICE DISTRICT
REGIONAL REPRESENTATIVES

September 1986
Supersedes
App. Hdbk.D-14
December 1985

COMMUNITY COLLEGE APPRENTICESHIP COORDINATORS

Alan Reed
Alpena Comm. College
666 Johnson Street
Alpena, MI 49707

Arne Anderson
Bay de Noc Comm. College
Danforth Road
Escanaba, MI 49829

Lyle Norman
C.S. Mott Comm. College
1401 East Court Street
Flint, MI 48503

Tom Limberg
Delta College
University Center, MI 48710

David Kauffman
Glen Oaks Comm. College
62249 Shimmel Road
Centreville, MI 49032

Apprenticeship Coordinator
Gogebic Comm. College
Jackson and Greenbush Sts.
Ironwood, MI 49938

John Eister
Grand Rapids Junior College
143 Bostwick, N.E.
Grand Rapids, MI 49503

Ed Allard
Henry Ford Comm. College
5101 Evergreen Road
Dearborn, MI 48128

Apprenticeship Coordinator
Highland Park Comm. College
Glendale at Third
Highland Park, MI 48203

Robert Hanlin
Jackson Comm. College
2111 Emmons Road
Jackson, MI 49201

Suzanne Sawyer
Kalamazoo Valley Comm. College
6767 West "O" Avenue
Kalamazoo, MI 49009

Elizabeth Sparklin
Kellogg Comm. College
450 North Avenue
Battle Creek, MI 49015

Dr. Richard Holmes
Kirtland Comm. College
Route #4, Box 59A
Roscommon, MI 48653

Steve Huycke
Lake Michigan College
2755 East Napier
Benton Harbor, MI 49022

Robert Shong
Lansing Comm. College
419 N. Capitol Avenue
Lansing, MI 48901

Robert Dueweke
Macomb Comm. College
14500 Twelve Mile Road
Warren, MI 48093

Dick Stoker
Mid Michigan Comm. College
1375 S. Clare Avenue
Harrison, MI 48625

Jim Stanley
Monroe County Comm. College
1555 S. Raisinville Road
Monroe, MI 48161

Donald Burns
Montcalm Comm. College
1464 Sidney Road
Sidney, MI 48885

John Partenio
Muskegon Comm. College
221 S. Quarterline Road
Muskegon, MI 49442

Arthur Francis
North Central Michigan
1515 Howard Street
Petoskey, MI 49770

Dale Bush
Northwestern Michigan College
1701 East Front Street
Traverse City, MI 49684

Donald Tremper
Oakland Comm. College
Auburn Hills Campus
2900 Featherstone Road
Auburn Heights, MI 48507

Ralph Fix
St. Clair Co. Comm. Coll.
323 Erie Street
Port Huron, MI 48060

Gerald Cavanaugh
Schoolcraft College
18600 Haggerty Road
Livonia, MI 48151

Robert Campbell
Northwestern Michigan
Cherry Grove Road
Dowagiac, MI 49047

Les Pierce
Washtenaw Comm. College
4800 E. Huron River Dr.
Ann Arbor, MI 48106

Apprenticeship Coordinator
Wayne Co. Comm. College
801 W. Fort
Detroit, MI 48226

Apprenticeship Coordinator
West Shore Comm. College
P.O. Box 277
Scottville, MI 49454

Paul Prins
Ferris

INTERNATIONAL CORRESPONDENCE SCHOOL (ICS)
INTEXT REPRESENTATIVE

Area *	Representative Name, Address, Telephone Number
1	Lynn Gauger Deltak Training Corporation 4000 Town Center, Suite 570 Southfield, MI 48075 Phone: (313) 350-1600

September 1986
Supersedes
App. Hdbk.D-16 & D-17
December 1985

INTERNATIONAL CORRESPONDENCE SCHOOL (ICS) INTEXT REGIONAL MAP

APPENDIX E

SUPERVISORS OF APPRENTICES

DEPARTMENT OF CORRECTI[illegible] PRI[illegible]ON INSTITUTION'S
SUPERVISORS OF APP[illegible].TICES

Correctional Facility	City	Security Level	Institution Telephone Number	Name
Cassidy Lake Technical School	Chelsea	Minimum	(313) 475-1368	Dr. Jack Willsey
Corrections Camp Program	Grass Lake	Minimum	(313) 475-1358	Mr. Richard Kampenga
Florence Crane Women's Facility	Coldwater	Medium	(517) 279-9242	Ms. Darlene Edlund
Huron Valley Women's Facility	Ypsilanti	All	(313) 434-6300	Dr. Patrick Williams
Huron Valley Men's Facility	Ypsilanti	Maximum	(313) 434-7775	Ms. Sally Langley
Ionia Temporary Correctional Facility	Ionia	Medium	(616) 527-6320	Mr. Joe Szczygielski
Jackson Temporary Correctional Facility	Jackson	Medium	None Yet	To be appointed
Kinross Correctional Facility	Kincheloe	Medium	(906) 495-2282	Mr. Charles Anderson
Lakeland Correctional Facility	Coldwater	Medium	(517) 278-6942	Ms. Linda Hayes
Marquette Branch Prison-Trusty	Marquette	Max. & Min.	(906) 226-6531	Mr. Thomas Sullivan
Michigan Dunes Correctional Facility	Holland	Medium	(616) 335-5801	Mr. Kenneth Hinchman
Michigan Reformatory	Ionia	Close	(616) 527-2500	Mr. Clifford Ray
Michigan Training Unit	Ionia	Medium	(616) 527-3100	Mr. Leroy Edmonds
Muskegon Correctional Facility	Muskegon	Medium	(616) 773-3201	Mr. Bruce Courim
Phoenix Correctional Facility	Plymouth	Medium	(313) 455-6300	To be appointed
Riverside Correctional Facility	Ionia	Close	(616) 527-0110	Ms. Jane Boeve
Scott Regional Correctional Facility	Plymouth	All	None Yet	To be appointed
State Prison of Southern Michigan	Jackson		(517) 788-7560	Mr. Marvin Murphy
Central Northside Trusty		Close Medium Minimum		October 1986 Supersedes App. Hdbk. E-1 September 1986
Western Wayne Correctional Facility	Plymouth	Medium	(313) 459-2500	Mr. Mike Smail

APPENDIX F

MICHIGAN APPRENTICEABLE OCCUPATIONS

APPRENTICEABLE OCCUPATIONS

Of 769 occupations approved by the U.S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training, Washington, D.C. 20212 (see Appendix T), the attached listed includes 271 apprenticed in Michigan. The Job Titles are from the 4th Edition of the Dictionary of Occupational titles (DOT), and from the 4th Edition DOT Supplement, 1982.

Standards exist for each of these. They can be obtained from your regional Bureau of Apprenticeship and Training representative (See Appendix D).

October 1986
Supersedes
App. Hdbk. F-1
September 1986

MICHIGAN APPRENTICEABLE OCCUPATIONS

3 Digit DOT	9-Digit DOT	Job Title
002	637261010	Air-Cond Installer Window
003	825381010	Aircraft Mechanic, Electrical
005	621281014	Airframe and Power Plant Mechanic
015	806381038	Assembly Mechanic Exper Aircrf
018	017281026	Drafter, Auto Desgn La
022	620281046	Maint Mech Petro Const
023	620261010	Automobile Mechanic
024	807381010	Automobile-Body Repairer
028	526381010	Baker (Bake Prod)
029	629281010	Bakery-Machine Mech
030	330371010	*Barber
032	716280014	Optician
033	653685010	Bindery Worker
035	610381010	Blacksmith
040	805261014	Boilermaker-Fitter
045	640685010	Book Trimmer
052	861381018	Bricklayer-Construction
055	660280010	Cabinetmaker
058	829361010	Cable Splicer
063	972381010	Lithographic Platemaker
064	972381022	Stripper, Photolithographic
067	860381022	Carpenter
068	860281010	Carpenter, Maintenance
071	864381010	Carpet Layer
075	844364010	Cement Mason
076	822361014	Cent-Office Installer Tel
079	313131014	Chef
087	973381010	Compositor
088	620664010	Construction-Equip-Helper
090	315361010	Cook (Any ind)
094	518381014	Coremaker
096	332271010	*Cosmetologist
101	079371010	Dental Assistant
103	712381018	Dental-Laboratory Tech
106	017261014	Design Drafter, Electromec
110	869664014	Construction Worker I
113	007161010	Die Designer
114	601381010	Die Finisher
115	601381014	Die Maker Jewelry
116	601280030	Mold Maker, Die-Cast and F
118	601280010	Die Maker, Stamping
119	601280014	Die Maker, Trim
122	601280022	Die Sinker
123	601280038	Template Mkr, Extrusion Di
124	625281010	Diesel Mechanic
129	017261026	Drafter, Commercial
130	017261030	Drafter, Detail

* Felons are denied licensing in Michigan per PA 294 of 1978, popularly known as the "Good Moral Character Act", and supported by the Attorney General's Office dated September 23, 1983.

MICHIGAN APPRENTICEABLE OCCUPATIONS

3 Digit DOT	9-Digit DOT	Job Title
131	003281010	Drafter, Electrical
136	007281010	Drafter, Mechanical
139	005281014	Drafter, Structural
140	007261022	Drafter, Tool Design
141	018261014	Drafter, Topographical
145	842681010	Dry-Wall Applicator
149	721281018	Electric-Motor Repairer
151	729281014	Electric-Meter Repairer
152	721484010	Electric-Motor Winder
153	620281050	Mechanic, Industrial Truck
155	003161010	Electrical Technician
156	827261010	Electrical-Appliance Serv
159	824261010	Electrician
163	820261014	Electrician, Powerhouse
166	820261018	Electrician, Substation
167	710281018	Electromechanical Technici
168	729281030	Electromedical-Equip Repr
169	003161014	Electronics Technician
170	828281010	Electronics Mechanic
171	629281022	Elect-Prod-Line-Maint-Mech
174	825281030	Elevator Repairer
182	971381014	Etcher, Photoengraving
183	739381026	Experimental Assembler
185	557382010	Extruder Op Plastics
186	754381018	Plastics Bench Mechanic
191	714281018	Machinist, Motion-Pic Equi
195	373364010	Fire Fighter
198	600380010	Fixture Maker Lighting
199	864481010	Floor Layer
205	693280010	Form Building Aerospace
207	011061010	Foundry Metallurgist
212	763381010	Furniture Finisher
213	780381018	Furniture Upholsterer
221	865381010	Glazier
227	705684026	Grinder I Wheel or Disk
231	504682018	Heat Treater 2
233	504382014	Heat Treater 1
237	631261010	Hydroelectric-Machinery Me
251	600280010	Instrument Maker
252	710281030	Instr Tech Light, Heat, Pwr
255	003261010	Instrumentation Technician
260	700281010	Jeweler
261	761381014	Jig Builder Wood Box
262	973381018	Job Printer
263	600380014	Job Setter
268	019381010	Laboratory Technician
271	408161010	Landscape Gardener

MICHIGAN APPRENTICEABLE OCCUPATIONS

3 Digit DOT	9-Digit DOT	Job Title
272	842361010	Lather
277	716382018	Precision-Lens Grinder
281	821361018	Line Erector
283	821261014	Line Maintainer
284	821361026	Line Repairer
288	651582010	Proof-Press Operator
289	709281010	Locksmith
291	600281022	Machine Builder
292	626281010	Machine Repairer, Mainten
294	600280034	Machinist, Automotive
296	600280022	Machinist
304	222587030	Mailer
306	600280042	Maintenance Machinist
308	638281014	Maint Mech Any Industry
310	899381010	Maintenance Repairer, Buil
311	899281014	Maintenance Repairer, Fact
316	316684018	Meat Cutter
322	079367010	Medical Assistant
323	078381014	Medical-Laboratory Technic
325	619360014	Metal Fabricator
330	821361014	Electric-Meter Installer 1
334	605280010	Milling-Machine Set-up Op
335	638281018	Millwright
336	620261022	Const-Equip-Mechanic
339	709381014	Model Builder Furn
341	693361010	Model Maker Aircraft
342	661380010	Model Maker, Wood
349	518361010	Molder
359	633281018	Office-Machine Servicer
361	651482010	Offset-Press Op Litho
365	859683010	Operating Engineer
368	007161030	Optomechanical Technician
370	713361014	Optician-Dispensing I
373	809381022	Ornamental-Iron Worker
376	712381038	Prosthetics Technician
379	840381010	Painter
386	970381026	Painter, Sign
394	693281014	Patternmaker, Spring
395	600280050	Patternmaker, Metal
396	693281018	Patternmaker, Metal, Bench
398	661281022	Patternmaker, Wood
399	971381022	Photoengraver
403	143062030	Photographer, Still
411	863381014	Pipe Cover & Ins Ship/Boat
412	862261010	Pipe-Fitter Ship & Boat
414	862381018	Pipe Fitter Any Industry
423	842361018	Plasterer

MICHIGAN APPRENTICEABLE OCCUPATIONS

3 Digit DOT	9-Digit DOT	Job Title
426	601381026	Plastic Tool Maker
432	862381030	Plumber
435	630281014	Pneumatic-Tube Repairer
437	375263014	Police Officer I
440	952382018	Power-Plant Operator
443	631261014	Powerhouse Mechanic
452	651382026	Printer, Plastic
458	078261018	Orthotist
462	012261014	Quality-Control Technician
469	827361014	Refrig Mech (Equip)
471	801684026	Reinforcing-Metal Worker
479	971685010	Roller-Print Tender
480	866381010	Roofer
481	651362026	Rotogravure-Press Operator
490	600280054	Sample Maker, Appliances
491	693380014	Sample-Body Bldr Auto
497	633281026	Scale Mechanic
502	604380022	Screw-Machine Oper Prod
503	604280014	Screw-Machine Oper Mult
507	955362010	Wastewater-Treatmt-Plant O
508	639281018	Sewing-Machine Repairer
510	804281010	Sheet Metal Worker
511	616360018	Sheet-Metal-Fabricat-Machi
536	950382026	Stationary Engineer
537	971381018	Offset-Plate Maker
539	771281014	Stone Carver
540	861381038	Stonemason
553	952362026	Substation Operator
561	842664010	Taper
565	720281018	Television and Radio Repr
566	821281010	Television-Cable Installer
568	861381046	Terrazzo Worker
573	861381054	Tile Setter
580	007061026	Tool Designer
582	701381018	Tool Grinder Sharpener
583	603664010	Tool Grinder Wheel
584	601280042	Tool Maker
585	601281026	Tool Maker, Bench
586	601280046	Tool-and-Die Maker
588	601280054	Tool-Machine Set-up Operat
589	620281058	Tractor Mechanic
597	806137014	Supervsr, Ordance Truck In
598	807281010	Truck-Body Builder
600	620281066	Tune-Up Mechanic
609	639281014	Coin-Mach-Service Repr
616	715281010	Watch Repairer
619	954382014	Water Trt Plt Op Water Wks

MICHIGAN APPRENTICEABLE OCCUPATIONS

3 Digit DOT	9-Digit DOT	Job Title
620	810384014	Welder, Arc
622	819384010	Welder, Combination
627	819361010	Welder-Fitter T - D
629	859362010	Well-Drill Oper Constr
637	637261014	Environmental-Control-Syst
638	620261018	Automobile-Repair-Serv Est
643	829281014	Electrical Repairer Main
644	710281026	Instrument Mech Any Indust
646	822381018	Prvte-Brnch-Exc Inst Tel
654	739381018	Die Maker Paper Goods
662	525381014	Butcher, All-Round
663	313361014	Cook (Hotel & Rest)
666	637261026	Refrig Mech (Any Ind)
667	651362030	Web-Press Operator
668	601281010	Die Maker, Bench, Stamping
669	801361014	Structural-Steel Worker
670	640682018	Cutting-Machine Operator
674	630261018	Repairer I Chem
677	651362010	Cylinder-Press Operator
685	972382014	Photographer, Lithographic
686	620281010	Air-Con Mech Auto Ser
705	979381010	Engraver 1
708	017161010	Drafter-Chief Light, Pwr
715	601281018	Inspector, Gage & Instrume
718	781684058	Trim-Stencil Maker
719	912687010	Line-Servc Att Air Trans
720	003187010	Central-Office Equip Engr
751	201362014	Medical Secretary
753	279357062	Auto Parts Counter Clerk
754	373364014	Fire Medic
760	651380010	Printer II
762	860381034	Carpenter, Mold
764	007161018	Engineering Asst. Mech Equ
765	603280038	Tool-Grinder Operator
766	551485010	Water Treat Plt Oper-Chem
768	772281010	Glass Blower, Lab Appratus
771	825381030	Electrician Ship & Boat
772	865131010	Glazier Supervisor
775	710261010	Inst Repr Any Industry
776	313381010	Baker (Hotel & Rest)
777	007161026	Mech-Engineering Technicn
781	078362026	Radiologic Technologist
782	604280010	Engine-Lathe Set-up Op, Tl
783	626381018	Hydraul-Press Ser Ammu
784	620381010	Auto-Radiator Mechanic
802	801261010	Assembler, Mining Machinry
815	950382010	Boiler Operator (Any Ind)

MICHIGAN APPRENTICEABLE OCCUPATIONS

3 Digit DOT	9-Digit DOT	Job Title
816	650582022	Phototypesetter Operator
820	187167030	Director, Funeral
824	355674014	Nurse Aide
825	809281010	Lay-out Worker (Any Ind.)
827	078381010	Medical-Laboratory Asst.
828	079364018	Physician Assistant
831	667662010	Head Sawyer
834	102381010	Museum Technician
837	079374014	Licensed Practical Nurse
843	601381030	Plastic-Fixture Builder
846	806280540	Metal Model Maker (Auto.)
847	630281038	Treatment-Plant Mechanic

APPENDIX G

CERTIFICATE OF REGISTRATION

-EXAMPLE-

United States Department of Labor

Bureau of Apprenticeship and Training

Certificate of Registration

MARQUETTE STATE BRANCH PRISON JOINT APPRENTICESHIP COMMITTEE

Marquette, Michigan

Registered as part of the National Apprenticeship Program in accordance with the basic standards of apprenticeship established by the Secretary of Labor

G-1

February 04, 1983

DATE

0 9 2 5 1

REGISTRATION NO

87

Raymond J. Donovan

SECRETARY OF LABOR

Albert Shanker

ASSISTANT SECRETARY FOR EMPLOYMENT AND TRAINING

James P. Mitchell

ADMINISTRATOR BUREAU OF APPRENTICESHIP AND TRAINING

88

APPENDIX H

A STANDARDS MODEL FOR CORRECTIONAL INSTITUTIONS

STANDARDS OF APPRENTICESHIP

(WRITE COMPLETE OR CLUSTER) PROGRAM

FOR THE

(WRITE NAME OF YOUR INSTITUTION IN CAPS)

(WRITE NAME OF YOUR INSTITUTION IN CAPS)

LOCAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE

SPONSORED BY

MICHIGAN DEPARTMENT OF CORRECTIONS

LANSING, MICHIGAN

APPRENTICE AND TRAINING STANDARDS FOR THE

(WRITE NAME OF YOUR INSTITUTION IN CAPS)

Prepared by the Local Joint Apprenticeship and Training Committee for the (write name of your institution) in accordance with the guidelines in the "Handbook for Developing and Establishing Apprenticeship Programs in Michigan's Correctional Institutions" and the basic standards recommended by the United States Department of Labor, Bureau of Apprenticeship and Training. Members of this committee:

(List in alphabetical order by last name, the names of the membership, their titles, their agency representation, the address and telephone number they prefer to be contacted at.)

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STANDARDS OF APPRENTICESHIP

The (write name of your institution) Local Joint Apprenticeship and Training Committee, prepared these standards of apprenticeship for the training of apprentices in craft areas for eventual employment in the community as skilled craftworkers or for employment in the correctional institution and to promote self-improvement and honorable citizenship.

SECTION 1 - POLICY

On or immediately after this date, (write date - you want it to be effective it shall be the policy of the (write name of your institution). Local Joint Apprenticeship and Training Committee, signatory hereto, that all apprentices placed under these standards shall be trained and employed, insofar as possible, at the correctional institution in accordance with the terms of these standards of apprenticeship.

SECTION 2 - TERMS AND DEFINITIONS

AGREEMENT - The written assent between the Local Apprenticeship Committee and the offender apprentice, which contains a statement making the apprenticeship program standards part of the agreement.

APPRENTICE - An offender who has agreed to obligate herself or himself to work and learn a specialized, recognized craft and has been selected and placed under an apprenticeship agreement with the Local Apprenticeship Committee for training in one of the skilled crafts covered by the standards.

APPRENTICESHIP - A formal method of training workers in a skilled craft, occupation, or trade.

APPRENTICESHIP PERIOD - The portion of time it takes the apprentice to complete the apprenticeship program as specified in her or his "agreement."

APPRENTICESHIP PROGRAM - A systematic prospectus of on-the-job craft task training and related craft instruction in a craft for employment. The certifiable apprenticeship program must be in a craft clearly identified and commonly recognized throughout the industry. It must involve at least 2,000 hours (about one year). The 2,000 hours should include each year at least 1,800 hours of on-the-job supervised craft task work experience and at least 144 hours of related craft instruction. Each term of an apprenticeship program ranges between 2,000 hours and 8,000 (about four years).

APPRENTICESHIP PROGRAM STANDARDS - The U.S. Department of Labor, Bureau of Apprenticeship and Training, approved written plan of terms and conditions a Michigan Correctional Institution or the Michigan Department of Corrections embodies to train and supervise one or more apprentices in a craft for employment. It includes systematic prospectus of on-the-job task training and related instruction for the craft.

APPRENTICESHIP TERM - The duration of time designated in the standards to complete a specific apprenticeship program.

CERTIFICATE OF COMPLETION - A writing on paper endorsing that the apprentice, so named in the certificate, successfully completed the apprenticeship term and is knowledgeable and skillful with work attitudes and habits in the craft.

*CLUSTER APPRENTICESHIP PROGRAM - A number of craft tasks and/or related craft instruction components from different correctional institutions that when put together form an entire apprenticeship program. When a correctional institution operates a cluster apprenticeship program, the apprenticeship program will be registered with the U.S. Department of Labor under the Michigan Department of Corrections. All cluster apprenticeship programs in a certain craft will have the same standards with an addendum specifying those work tasks that that correctional institution will operate. A cluster apprenticeship program is one of two apprenticeship programs that may be registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, by the Michigan Department of Corrections or a correctional institution.

*COMPLETE APPRENTICESHIP PROGRAM - All craft tasks and related craft instruction components needed for an apprenticeship program, can and will be offered in that correctional institution. When a correctional institution operates a complete apprenticeship program, the apprenticeship program will be registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, under the individual correctional institution's name. Complete apprenticeship programs in a certain craft may be slightly different reflecting the uniqueness of the neighboring regional community needs. A complete apprenticeship program is one of two apprenticeship programs that may be registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, by the Department of Corrections or a correctional institution.

CORE APPRENTICESHIP PROGRAM - The essential apprenticeship program(s) that will be offered at correctional institutions at all levels of security, that constitute the central part of the Statewide Apprenticeship Program.

CRAFT INSTRUCTION SUPERVISOR - The person who teaches the related craft instruction component of the apprenticeship program to the apprentice.

CRAFTWORKER - Also known as journeyman and journeyworker, one who has finished her or his apprenticeship and has a Certificate of Completion.

CRAFT WORK SUPERVISOR - The craftworker who directs and oversees the on-the-job work experience component of the apprenticeship program to the apprentice.

LOCAL APPRENTICESHIP COMMITTEE - See Local Joint Apprenticeship and Training Committee.

*Necessary to put one or the other or both definition(s) in the standard as appropriate to which you are operating.

LOCAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE - The group of appropriate local and regional representatives from labor, management, and placement, committed to coordinating the correctional institution's apprenticeship program with the Department of Corrections Statewide Apprenticeship Program and administering that correctional institution's standards.

REGISTRATION AGENCY - U.S. Department of Labor, Bureau of Apprenticeship and Training (BAT).

STANDARDS - See Apprenticeship Program Standards.

STATE APPRENTICESHIP COMMITTEE - See State Multi-Crafts Joint Apprenticeship and Training Committee.

STATE APPRENTICESHIP COORDINATOR - The person assigned by the Director of the Michigan Department of Corrections to coordinate the Statewide Apprenticesip Program and perform related duties.

STATE MULTI-CRAFTS JOINT APPRENTICESHIP AND TRAINING COMMITTEE - The group of appropriate state representatives from labor, management, and placement, committed to administering the Department of Corrections Statewide Apprenticesip Program.

STATEWIDE APPRENTICESHIP PROGRAM - The coordinated conglomerate of correctional institution apprenticeship programs in the state.

SUPERVISOR OF APPRENTICES - The person assigned by the Warden of a program-oriented correctional institution to coordinate that correctional institution's apprenticeship program and perform appropriate related duties relative to the successful implementation of that correctional institution's standards.

SECTION 3 - ADMINISTRATION OF APPRENTICESHIP PROGRAM STANDARDS IN THE CORRECTIONAL SETTING

The state apprenticeship program shall be under the general administration of the Michigan Department of Corrections Multi-Craft Apprenticeship and Training Committee. The apprenticeship programs of each of the correctional institutions will be under each of their Local Joint Apprenticeship and Training Committees which are responsible to the State Apprenticeship Committee. The Supervisor of Apprentices shall submit, through the principal, quarterly progress reports to the State Apprenticeship coordinator who will compile and report the information, on behalf of the Michigan Department of Corrections State Apprenticeship Coordinators, to the State Apprenticeship Committee and vice versa. Efforts will be made to help apprentices released into the free world prior to completing a correctional institution's apprenticeship program to secure continued on-the-job training that can be credited toward completing an apprenticeship program. Efforts will be made to help graduates of the apprenticeship program secure work experiences related to their trade/craft in the correctional institution or the business/industry community.

SECTION 4 - LOCAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE

This committee is composed of committed local and regional representatives from labor, management, and placement that come from both inside and outside the correctional institution.

The committee may request interested agency or organization representatives to serve as consultants. Consultants will be asked to participate without vote in conferences on special problems related to apprenticeship training.

The committee shall elect a chairperson and a secretary. The committee shall meet quarterly or when called by the chairperson, secretary, or any two committee members.

The committee shall establish additional rules and regulations governing its administrative procedure as may be necessary.

The committee has the general purpose of coordinating its programs and activities with the Statewide Apprenticeship Program and of administrating the successful operation of the institution's approved apprenticeship standards.

The administrative duties of the Local Apprenticeship Committee shall be to:

- Screen and select qualified applicants for apprenticeship and refer such applicants for placement.
- Impress upon apprentices that they have voluntarily agreed to abide by the provisions of the institution's apprenticeship program standards and, therefore, assume the responsibility and obligations established under the standards.
- Place apprentices under written apprenticeship agreements.
- Establish minimum standards of related instruction and on-the-job training required of apprentices and see that these are adhered to both on the job and in the classroom.
- Approve apprenticeship agreements between the apprentice and employer and submit these agreements to the appropriate registration agency for registration.
- Arrange methods of determining the apprentice's progress in manipulative skills, technical knowledge, and work attitudes and habits.
- Provide for employment of apprentices and apprenticeship program graduates insofar as possible.
- Maintain a record of each apprentice's training progress on the job and in related instruction.
- Make quarterly and annual reports covering the work of the local apprenticeship committee.
- Make frequent visits to the school where related training classes are held.
- Notify the registration agency when apprentices have satisfactorily completed their apprenticeship and request the issuance of a Certificate of Completion to such apprentices. Except when the graduates completed an apprenticeship program registered under the

Michigan Department of Corrections (Cluster Apprenticeship Program), whereby the notification of the apprentices satisfactory completion of their apprenticeship and request for the Certificate of Completion will first be made to the State Apprenticeship Committee.

- Notify the registration agency of all terminations and cancellations of apprenticeship agreements.

SECTION 5 - RESPONSIBILITY OF CORRECTIONAL INSTITUTION

The responsibilities of the Local Joint Apprenticeship and Training Committee shall be to:

- Designate a Supervisor of Apprentices to the apprenticeship program to perform appropriate related duties relative to the successful implementation of that correctional institution's standards.
- Provide financial support through the school budget.
- Employ qualified people as craft work supervisors and craft instruction supervisors.
- Provide equipment, materials, and space for the apprenticeship program(s) acceptable to the Local Apprenticeship Committee.
- Forward records of apprentices to the Superintendent of Parole Supervision under separate cover, upon the apprentice being granted parole. The records will in turn be disseminated to the respective parole field offices.

SECTION 6 - SUPERVISION OF APPRENTICES

Apprentices shall be under the general direction of the Supervisor of Apprentices and under the immediate direction of Craft Work Supervisor(s). The Supervisor of Apprentices is authorized to move the apprentices in accordance with the predetermined schedule of work training. No apprentice may be retained on a scheduled work process for a period longer than the time scheduled for that work process unless permission is granted in writing by the Local Apprenticeship Committee.

The Supervisor of Apprentices, in consultation with the Local Apprenticeship Committee, shall prepare adequate record forms to be filled in by the Craft Work Supervisor under whom the apprentices receive direct instruction and experience. The Craft Work Supervisor shall make a report at least every 30 days to the Supervisor of Apprentices on the progress of the apprentice's manipulative skills, technical knowledge, and work attitudes and habits. These reports shall be submitted to the Local Apprenticeship Committee quarterly for its approval or disapproval and advise if appropriate.

The duties of the Supervisor of Apprentices shall be to:

- Be responsible for the general operation and coordination of apprenticeship programs according to the institution's apprenticeship standards and the State Apprenticeship Program(s).

- Recruit eligible apprentices.
- Identify qualified candidates for the apprenticeship program by contacting the instiution's civilian craftworkers, maintenance supervisors, industrial personnel, and vocational instructors.
- Provide orientation to the offender about the apprenticeship program and their responsibilities as a participant.
- Check with Resident Unit Managers and Classification Director on candidate's records to assure the adequate time is available for candidates to complete apprenticeship program.
- Clear reclassification of candidates to the apprenticeship program with Resident Unit Managers and Classification Director.
- Complete apprentice prospect evaluation and apprenticeship application evaluation forms.
- Present prospective candidates to the Local Apprenticeship Committee for approval or disapproval.
- Assure that work assignments are made in accordance to the training schedule identified in the institution's apprenticeship standards.
- Assure that the apprentice's related craft instruction is assigned and completed in accordance with the institution's apprenticeship standards timely with the on-the-job supervised work experience.
- Complete <u>all</u> forms and complete monthly records documenting hours of the apprentice's related instruction and work assignments and progress in developing appropriate work attitudes and habits and provide a monthly report to the principal and institution head.
- Provide a quarterly report to the State Apprenticeship Coordinator to include Local Apprenticeship Committee meeting minutes, Craft Work Supervisor reports summary, apprentice record summary, and any other pertinent information, comments, or concerns (submitted through the principal).
- Ensure that <u>all</u> of the institution's apprenticeship standards and coordination with State Apprenticeship Program are being met and reports to administration and the Local Joint Apprenticeship and Training Committee on any deviations to these standards are being made.
- Inform the Joint Apprenticeship Committee and principal of the institution on the progress or lack of progress on each apprentice.
- Counsel apprentices.
- Coordinate happenings of the Joint Apprenticeship Committee meeting.
- When appropriate, represent the views of the work supervisors and related instruction supervisors at the Joint Apprenticeship Committee.
- Keep in touch with all committee members.

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SECTION 7 - TYPE OF APPRENTICESHIP PROGRAMS

(Write name of your institution) Local Joint Apprenticeship and Training Committee will operate a (write complete or cluster) Apprenticeship Program. (If operating a complete apprenticeship program, type the following sentence). All the craft tasks and related craft instruction components needed for the apprenticeship program, can and will be offered in (write name of your institution). See Appendix A for the complete program(s) (Attach an Appendix A). (If operating a cluster apprenticeship program, type the following.) As a cluster apprenticeship program, we have chosen one of the cluster programs approved by the State Multi-Crafts Joint Apprenticeship and Training Committee (for the Department of Corrections) and have indicated in Appendix A (Attach an Appendix A) which of the crafts tasks and related instruction components that can and will be offered in (write name of your institution). We are operating this program in coordination and cooperation with the rest of the Michigan correctional institutions operating or considering operating this type of program.

SECTION 8 - ELIGIBILITY REQUIREMENTS OF APPRENTICES

Before being accepted as an apprentice, an applicant must:

- Be in the correctional institution's general population.
- Be at least eighteen (18) years of age.
- Satisfy the Local Apprenticeship Committee that she or he has adequate time left on her or his sentence to complete at least one year of an apprenticeship program while at the institution.
- Satisfy the Local Apprenticeship Committee that she or he has the interest, ability, and attitude to master the rudiments of the craft. All applicants will be required to meet minimum norms on aptitude and ability tests for the craft. Ways to determine an applicant's interest and ability include former choices of school classes, vocational programs, OJT experiences, and those records, scores from the Specific Aptitude Test Battery (SATB); and results from the MOIS assessment.
- Special physical, mental, or health requirements may also be required of applicants to demonstrate certain aptitudes such as numerical aptitude, eye-hand coordination, and manual dexterity. Applicants cannot be rejected because of their height, weight, or apparent strength, but they may be given performance and physical ability tests which are related to actual job requirements.
- Have obtained or be seeking high school completion or equivalent, and must be recommended by the Local Apprenticeship Committee for that craft as having the capabilities of performing literacy competencies of math and reading in accordance with the Department of Corrections' educational policies.
- Be physically able to perform all work required of the craft, as determined by a physical examination.

SECTION 9 - APPLICATION AND SELECTION PROCESS OF APPRENTICES

To apply for an apprenticeship program, apprenticeship candidates will complete the DOC Form CAO-735, Resident Apprenticeship Application. All applicants shall be provided with a uniform application. The Supervisor of Apprentices will examine all applications. The Supervisor of Apprentices will review the application first, clearing reclassification, checking appropriate records researching previous experience for potential credit (see Appendix K) and completing DOC Form CAO-736, Apprenticeship Prospect Evaluation.

The forms are submitted by the Supervisor of Apprentices to the Local Apprenticeship Committee. The Local Apprenticeship Committee reviews the forms and interviews each candidate.

DOC Form CAO-737, Apprentice Applicant Evaluation, is filled out by each committee member. Then they will discuss their evaluations as a group and the Supervisor of Apprentices will fill in a DOC Form CAO-737, which represents the group. Candidates will then be score ranked according to the result of the DOC Form CAO-737 result. If the number of qualified apprentice applicants is in excess of the correctional institution's apprenticeship program limits, applicants not selected will be notified in writing and they may reapply and be reevaluated at any future application period. Those who do not possess the minimum eligibility requirements for that craft will be notified, and the reason stated.

SECTION 10 - APPRENTICESHIP AGREEMENT

Prior to an apprentice beginning the apprenticeship program, the Supervisor of Apprentices completes and obtains the signature of the apprentice on DOC Form CAO-741, Apprenticeship Agreement Between Apprentice and Local Apprenticeship Committee. Then a copy of the DOC Form CAO-741 is sent to the appropriate regional BAT office for registration of the candidate. One copy is also sent to the State Apprenticeship Coordinator. The Local Apprenticeship Committee shall also notify the registering agency and the State Apprenticeship Coordinator of all apprentice actions, including terminations, suspensions, and completions of apprenticeship.

SECTION 11 - TERM OF APPRENTICESHIP

The duration of time designated to complete each apprenticeship program is listed for each craft as a part of these standards. Each term is divided into hour increments per task required to master the rudiments of the craft. The Apprenticeship Term includes both the on-the-job training and related instruction.

Section 12 - CREDIT FOR PREVIOUS EXPERIENCE

An apprentice may be granted "credit" for previous experience in the craft. The apprentice must produce, however, documented evidence of such experience (i.e., on-the-job craft task work assignment and related craft instruction) and be able to demonstrate the progress or mastery of such task(s). The Supervisor of Apprentices will verify and evaluate the experiences. The Local Apprenticeship Committee determines whether to grant the credit.

Previous credit assessment should be done as soon as possible for appropriate task assignment to be made. The "Credit for Previous Experience" form (Appendix K) may be used individually by the apprentice, the former employer, the Supervisor of Apprentices, and the Local Apprenticeship Committee for each step of the credit granting process.

SECTION 13 - RATIO OF APPRENTICES TO CRAFT WORK SUPERVISORS

Only that number of apprentices will be employed who can be properly trained and afforded reasonable opportunity of future employment in the trade. Ratio of apprentices to skilled craft workers will be one (1) apprentice to one (1) civilian craftworker, and one (1) additional apprentice may be employed for each additional (3) steadily employed civilian craftworkers, unless otherwise agreed to by the Local Apprenticeship Committee and the registering agency.

SECTION 14 - RESPONSIBILITIES OF APPRENTICES

The responsibilities of the apprentice shall be to:

- Satisfactorily complete the required craft task work experience and related craft instruction as stipulated in the local institution's standards.
- Produce quality work.
- Work quickly and diligently and faithfully to perform the work of the craft and such duties as are assigned to apprentice by the Craft Work Supervisor and Craft Instruction Supervisor.
- Keep machines, tools, and work areas clean.
- Demonstrate safe and healthful work practices.
- Demonstrate continued interest and respect for the craft through her or his work experience and related instruction.
- Develop healthy, positive working relationships with Supervisors and co-workers (co-apprentices).
- Appropriately handle and care for tools and equipment.
- Follow instructions accurately and completely.
- Comply with safety laws and the rules, regulations, policies and practices of the Department of Corrections and the institution.
- Regularly attend work and class
- Be punctual.
- Be cost conscious.
- Develop role modeling traits.

- Appear before the Local Apprenticeship Committee as requested.

- Keep daily records of hours performing craft task work assignments and of hours related craft instruction. Keep such records on forms or in books designated for that purpose. The apprentice's daily record will be assessed (when appropriate) and signed by the appropriate craft work or craft instruction supervisor(s) and comments will be noted by the appropriate supervisors on the daily records when applicable. Each apprentice shall submit these daily records within two days after the end of each week.

SECTION 15 - PROBATIONARY PERIOD

The first 1,000 hours of the apprenticeship term for every apprentice shall be a probationary period. During this probationary period, the apprenticeship agreement may be cancelled by the Local Apprenticeship Committee or at the request of either the apprentice or the employer.

The Local Apprenticeship Committee will carefully observe the actions of the apprentice during the trial period. If the apprentice fails to apply her or himself to the craft conditions, or is otherwise found to be unsuited to the craft, the apprentice shall be removed from the apprenticeship program before the expiration of the probationary period. The Supervisor of Apprentices shall determine whether to channel the apprentice into a different craft area commensurate with her or his ability. This determination will be made after consultation with the apprentice and obtaining, if necessary, recommendations from her or his Craft Work Supervisor and/or Craft Instruction Supervisor. After the completion of the probationary period, the apprentice must still have a definite interest and ability to progress. The apprentice must be performing the on-the-job training tasks to the satisfaction of her or his Craft Work Supervisor and must be maintaining a "C", "70%", or average rating in the related craft instruction. Failure to perform according to these standards will also result in cancellation of their apprenticeship agreement. The U.S. Department of Labor, Bureau of Apprenticeship and Training, local office, and State Apprenticeship Coordinator shall be advised of all cancellations and the reasons.

SECTION 16 - CRAFT TASK WORK EXPERIENCE SCHEDULING

The apprentice shall be given a normal workday schedule prior to beginning it based on the institution structure so that the hours of on-the-job training will assure the apprentice adequate time to accomplish the level of proficiency required by their particular craft. Changes in the apprentice's standard schedule shall be negotiated between the Supervisor of Apprentices and the Craft Work Supervisor. In the case an apprentice is required to work overtime, such overtime work shall be under the direct supervision of the Craft Work Supervisor and the apprentice shall receive credit on the term of apprenticeship for only the actual hours worked.

SECTION 17 - RELATED CRAFT INSTRUCTION

The apprentice shall be required to take a minimum of 144 hours equivalency of related craft instruction per 1,800 hours of craft task work experience according to the standards of the institution. In case of failure on the part of any apprentice to fulfill the obligation, the Local Apprenticeship Committee shall suspend or revoke the apprenticeship.

SECTION 18 - SAFETY AND HEALTH TRAINING

Each apprentice initially shall be provided with a safety and health course of instruction so she or he will perform her or his work in a safe manner. The institution shall include safe and healthful work practices and shall insure that the apprentice is trained in facilities and other environments that are in compliance with the occupational safety and health standards in accordance with the Michigan Occupational Safety and Health Act, Act 154, Public Acts of 1974, as amended. Initial instruction shall cover pertinent institutional safety regulations, reporting of accidents, and availability of first aid and medical facilities.

Participating institutions shall at all times exercise reasonable precaution for the health and safety of the apprentices engaged in the performance of their work. The apprentice shall comply with applicable provision of Federal, State and Municipal safety, health and sanitation statutes and codes.

As an integral and ongoing part of the craft related instruction, the Supervisor of Apprentices and/or Craft Instruction Supervisor shall provide competent training and instruction pertaining to safe work habits to keep the apprentice informed of methods necessary to perform all phases of the work in a proper and safe manner.

SECTION 19 - WORK ATTITUDES AND HABITS DEVELOPMENT

Every effort will be made by the Craft Work Supervisor and the Supervisor of Apprentices to assist the apprentice to develop and demonstrate good work attitudes and habits in:

- Producing quality work
- Working quickly and diligently and faithfully to perform the work of the craft and such duties as are assigned the apprentice by the Craft Work Supervisor and Craft Instruction Supervisor.
- Keeping machines, tools, and work areas clean
- Demonstrating safe and healthful work practices
- Demonstrating continued interest and respect for the craft through her or his work experience and related instruction
- Developing healthy, positive working relationships with Supervisors and co-workers (co-apprentices)

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- Appropriately handling and caring for tools and equipment
- Following instructions accurately and completely
- Complying with safety laws and the rules, regulations, policies, and practices of the Department of Corrections and of the institution
- Regularly attending work and class
- Being punctual
- Being cost conscious
- Developing role modeling traits

SECTION 20 - EVALUATION OF APPRENTICES

The Local Apprenticeship Committee shall evaluate apprentices quarterly during the term of apprenticeship. The evaluation shall cover on-the-job training, manipulative skills, work attitudes and habits, and the technical knowledge from the related instruction. If apprentices fail to show progress, they may be required to repeat a specific process; if they continue to show no progress, the apprenticeship agreement may be cancelled. Adequate records shall be maintained by the Supervisor of Apprentices for the Local Apprenticeship Committee to demonstrate progress.

SECTION 21 - CONTINUITY OF TRAINING

Apprentices shall be given continuous employment insofar as possible. The correctional institution shall make every effort to arrange on-the-job craft task work experiences and related craft instruction for the apprentice as outlined in the institution's standards. In the event of a reduction in force, all furloughed apprentices will be given an opportunity to return to their apprenticeship before new apprentices are hired.

The apprentices will exercise their seniority in their own group. For example, if there are four apprentices in any specific trade and a reduction in this number is required due to lack of work, the first hired shall be the last laid off and shall also be the first to be reinstated. This must be done, however, in accordance with each institution's policies and procedures (i.e., racial balance).

The Local Apprenticeship Committee shall make recommendations at thousand hour intervals as to changes in work scheduling necessary to assure the apprentice of continuity of their training.

SECTION 22 - TRANSFER OF APPRENTICES

Every effort will be made not to transfer an apprentice.

If the apprentice must be transferred, the Supervisor of Apprentices at the sending institution will call the Supervisor of Apprentices at the receiving institution and will send the apprentice's apprenticeship records to the new Supervisor of Apprentices under separate cover.

When Filed. A complaint must be filed within 90 days of the alleged discrimination. A subsequent filing must be within the 90-day period or within 30 days after the final decision resulting from following the Grievance Procedure for Corrections' Clients.

Requests for time extensions shall be liberally granted where the need for such extension was not caused by neglect or fault of the complainant. In no event shall a complaint be accepted for processing if initially filed later than one year from the date of the final action constituting the alleged discrimination.

Review Board. A Review Board shall consider all available material evidence and may request an informal oral testimony from a complainant's authorized representative. The Review Board shall undertake to obtain voluntary corrective action when warranted. The Review Board shall render within 30 days of receipt of the complaint, a written report of its findings and conclusions in the case. Copies of the report shall be sent to the complainant or authorized representative filing the complaint, the respondent(s), other parties in interest, and the BAT.

BAT Responsibilities. When requested by wardens of correctional institutions or the State Apprenticeship Committee, the State Apprenticeship Coordinator shall assist and cooperate in establishing a review body, in developing procedures for the speedy consideration and disposition of complaints, and in informing its members of the requirements of 29 CFR 30. The BAT representative assigned the program is responsible for determining that such review body will fairly and effectively enforce the equal opportunity standards. If the contrary determination is made (there is reason to believe the review body will not or cannot operate in such manner) the designated BAT representative shall inform the warden or State Apprenticeship Committee of this judgment and the basis for it.

The designated BAT representative shall obtain separate reports from both the complainant and Review Board concerning the conclusions reached, then review the evidence upon which such conclusions were based. When in agreement with such conclusions, shall consider the case closed. A brief summary report of the case shall be forwarded by the designated BAT representative to her or his immediate supervisor.

In the event that a case referred to the Review Board has not been resolved within 90 days of referral, the designated BAT representative shall conduct an investigation and review of all particulars and evidence in the case with copies to the complainant or her or his authorized representative, the respondent(s), the private review body and other parties in interest. The BAT representative shall forward a brief summary of the case, her or his actions, findings and decision to immediate supervisor.

When a case has been resolved by the Review Board and there remains evidence that equal opportunity practices of the program are not in accord with 29 CFR 30, the designated BAT representative shall conduct an independent review and investigation.

Appeal of Determinations. In the matter of complaints by applicants or apprentices, the Regulation does not provide for further appeal from the

determination of the assigned BAT representative. In those instances where in processing the complaint the program is found not to be operating in accordance with the equal opportunity standards and requirements of 29 CFR 30, and satisfactory adjustments cannot be obtained, deregistration action including appeal rights of the sponsor, is initiated.

The Administrator, BAT, or designee acting specifically for this purpose, may set aside these complaint processing procedures and time limitations when in her or his judgment a particular situation warrants special processing or extended determination, provided the rights of any of the parties are not adversely affected.

SECTION 27 - CERTIFICATE OF COMPLETION OF APPRENTICESHIP

When an apprentice has satisfactorily completed all of the requirements of the standards approved for that correctional institution, the Local Apprenticeship Committee shall notify the registration agency and request that a Certificate of Completion of Apprenticeship be issued for presentation to the apprentice. Any institution that completes an apprentice can award the Certificate of Completion of Apprenticeship issued from the United States Department of Labor, Bureau of Apprenticeship and Training. When the apprentice completes all requirements for graduation and has received a certificate, the apprentice shall be recognized as a craftworker.

SECTION 28 - PAROLE AND PLACEMENT OF APPRENTICES/CRAFTWORKERS

When an apprentice (prior to the completion of her or his apprenticeship) or former apprentice (now of craftworker status), is released from a correctional institution she or he will be given a letter of recommendation for placement by the institution's Local Apprenticeship Committee of last enrollment. If the individual is being released prior to completing a correctional institution apprenticeship program, the letter of recommendation will certify the number of hours the apprentice has successfully completed each craft task and component of related craft instruction and will supply a written statement as to the status of the apprentice's work attitudes and habits. If the individual was a former apprentice of correctional institution's apprenticeship program earning her or his craftwork status, the letter of recommendation will supply a written statement as to the status of the apprentice's work attitudes and habits. Also, to be attached to the letter will be a copy of the former apprentice's certificate of completion issued by the United States Department of Labor, Bureau of Apprenticeship and Training. Members of the Local Apprenticeship Committee will also try to assist the ex-offender getting a job directly related to her or his apprenticeship training (and that will hopefully allow the apprentice to continue with her or his apprenticeship training, if craftworker status has not been achieved).

The records of the apprentice or former apprentice/craftworker will be forwarded to the Superintendent of Parole Supervision under separte cover to be disseminated to the respective parole field office.

SECTION 29 - MODIFICATION OF THE STANDARDS

The standards of apprenticeship may be amended or new schedules of craft tasks and related craft instruction may be modified at any time by the Local Apprenticeship Committee, providing that no such change shall affect apprenticeship agreements already in effect without the written consent of the apprentice. An apprentice may continue with their original apprenticeship agreement and standards or choose to change to the newly adopted one. Such change or amendment shall be submitted and approved by the registration agency.

A copy of the modifications will also be furnished to the State Apprenticeship Coordinator to submit for information to the State Committee.

APPRENTICESHIP PROGRAM STANDARDS

COMPLETE PROGRAM

Approval and Registration

Type the program(s) your institution is (are) applying for, what agency will be supervising the work experience (prison name, local business/industry name), and through what means the related instruction will be delivered (i.e., community college name, prison vocational program name, ICS materials).

Program(s)	Work Experience Agency	Related Instruction Administration
1.		
2.		
3.		
4.		

Approved by Warden (Warden's signature and date)
(type Warden's name under the line)

Of _____
(type the name of the correctional facility)

Approved by required members of the Local Joint Apprenticeship and Training Committee (write signature and date on the line and type the representative's name under the line. Attach a second page H-20 of the Consultative Members' signatures.)

_____ _____

_____ _____

_____ _____

Approved by Michigan Department of Corrections, State Apprenticeship Coordinator:

_____
Date/Signature

These standards have been established in cooperation with United States Department of Labor, Bureau of Apprenticeship and Training (registration agency for labor standards). These standards of apprenticeship pertaining to work experience schedules, facilities, and employment conditions have been checked by the United States Department of Labor, Bureau of Apprenticeship and Training Representative:

_____
Date/Signature

Registered by the U.S. Department of Labor, Bureau of Apprenticeship and Training Representative:

_____
Date/Signature

September 1986, Supersedes App. Hdbk. H-19 December 1985

H-21

APPRENTICESHIP PROGRAM STANDARDS

CLUSTER PROGRAM

Approval and Registration

Type the program(s) your institution is (are) applying for, what agency will be supervising the work experience (prison name, local business/industry name), and through what means the related instruction will be delivered (i.e., community college name, prison vocational program name, ICS materials).

Program(s)	Work Experience Agency	Related Instruction Administration
1.		
2.		
3.		
4.		

Approved by Warden (Warden's signature and date)
(type Warden's name under the line)

Of _____
(type the name of the correctional facility)

Approved by required members of the Local Joint Apprenticeship and Training Committee (write signature and date on the line and type the representative's name under the line. Attach a second page H-20 of the Consultative Members' signatures.)

_____ _____

_____ _____

_____ _____

Approved by Michigan Department of Corrections, State Apprenticeship Coordinator:

_____
Date/Signature

These standards have been established in cooperation with United States Department of Labor, Bureau of Apprenticeship and Training (registration agency for labor standards). These standards of apprenticeship pertaining to work experience schedules, facilities, and employment conditions have been checked by the United States Department of Labor, Bureau of Apprenticeship and Training Representative:

_____
Date/Signature

Registered by the U.S. Department of Labor, Bureau of Apprenticeship and Training Representative:

_____
Date/Signature

APPENDIX I

STATE APPRENTICESHIP CORE PROGRAMS

To be determined by

State Multi-Craft Apprenticeship

and Training Committee

Reproduced by the State of Michigan

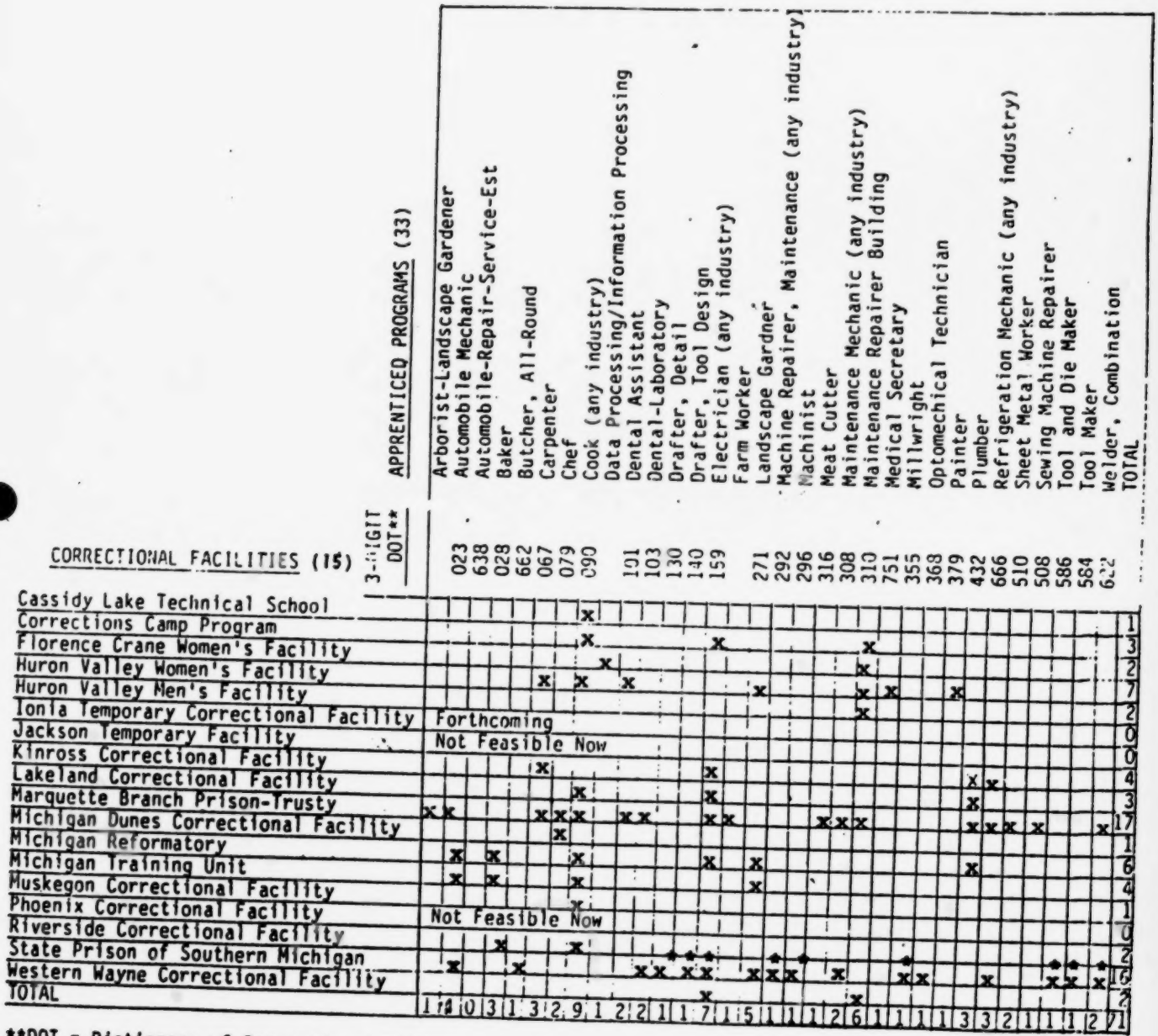
APPENDIX J

APPRENTICESHIP PROGRAMSCORRECTIONAL FACILITIES

HAVE OR ARE EXPLORING FOR REGISTRATION

October 1986
Supersedes
App. Hdbk.AX-J
December 1986

Apprenticeship Programs Correctional Facilities Have or are Exploring for Registration



CORRECTIONAL FACILITIES (15)	3-DIGIT DOT**	APPRENTICEQ PROGRAMS (33)	Arborist-Landscape Gardener	Automobile Mechanic	Automobile-Repair-Service-Est	Baker	Butcher, All-Round	Carpenter	Chef	Cook (any industry)	Data Processing/Information Processing	Dental Assistant	Dental-Laboratory	Drafter, Detail	Drafter, Tool Design	Electrician (any industry)	Farm Worker	Landscape Gardner	Machine Repairer, Maintenance (any industry)	Machinist	Meat Cutter	Maintenance Mechanic (any industry)	Maintenance Repairer Building	Medical Secretary	Millwright	Optomechical Technician	Painter	Plumber	Refrigeration Mechanic (any industry)	Sheet Metal Worker	Sewing Machine Repairer	Tool and Die Maker	Tool Maker	Welder, Combination	TOTAL
			023	638	028	662	067	079	090		191	103	130	140	159		271	292	296	316	308	310	751	355	368	379	432	666	510	508	586	584	622	
Cassidy Lake Technical School									x																								1
Corrections Camp Program									x						x							x											3
Florence Crane Women's Facility								x		x												x											2
Huron Valley Women's Facility							x	x		x						x						x	x			x							7
Huron Valley Men's Facility																						x											2
Ionia Temporary Correctional Facility	Forthcoming																																0
Jackson Temporary Facility	Not Feasible Now																																0
Kinross Correctional Facility							x								x																		4
Lakeland Correctional Facility								x							x											x	x							4
Marquette Branch Prison-Trusty			x	x			x	x	x		x	x			x	x					x	x	x			x			x				17
Michigan Dunes Correctional Facility								x																									1
Michigan Reformatory				x		x			x						x		x																6
Michigan Training Unit				x		x			x								x									x							4
Muskegon Correctional Facility									x																								1
Phoenix Correctional Facility	Not Feasible Now																																0
Riverside Correctional Facility				x		x			x																								2
State Prison of Southern Michigan											x	x	x	x	x		x	x	x		x			x	x		x			x	x	x	12
Western Wayne Correctional Facility															x							x												2
TOTAL			1	4	0	3	1	3	2	9	1	2	2	1	1	7	1	5	1	1	1	2	6	1	1	1	1	3	3	2	1	1	1	71

**DOT = Dictionary of Occupational Titles

* Michigan State Industries

October 1986
Supersedes
App. Hdbk. T-1
September 1986

APPENDIX K

CREDIT FOR PREVIOUS EXPERIENCE

CREDIT FOR PREVIOUS EXPERIENCE

Applicant's Name: _____
Employer's Name: _____
Employer's Title: _____
Agency Name: _____
Agency Address: _____
_____

_____ / _____
Date Applicant/Employer Signature

Filled in By Local Apprenticeship Committee	Filled In By Local Apprentice-ship Committee	Filled In By Applicant/Employer			Filled In By Applicant/ Employer/ Local Apprentice-ship Committee
Craft: _____ Apprenticeship: _____ hours Term Task Breakdown of Craft	Required Hours for Task Mastery	Approx. Hours Spent doing Related Craft Instruction Training for Task	Approx. Hours Spent Doing Actual Craft Task Job Assignment	Estimate of Task Competence (Circle One) a - limited b - moderate c - board	Preliminary Estimate of Remaining Hours Required for Task Mastery
				A B C A B C A B C Etc. for each task	

APPENDIX L

STATE APPRENTICESHIP CLUSTER PROGRAMS

Forthcoming After Each Institution has at Least
One Complete Apprenticeship Program

APPENDIX M

CHECKLIST OF APPRENTICESHIP FUNDAMENTALS

AND SUPPLEMENTARY PROGRAM INFORMATION FROM

UNITED STATES DEPARTMENT OF LABOR

BUREAU OF APPRENTICESHIP AND TRAINING

STANDARDS REPORT FORM

U.S. DEPARTMENT OF LABOR - ETA
BUREAU OF APPRENTICESHIP AND TRAINING

FORM 2000
REGION V - CHICAGO

CHECK WHEREVER APPLICABLE, BUT AT LEAST ONE ITEM IN EACH BLOCK	(1) ☐ REQUEST for (2) ☐ NOTIFICATION of	(3) ☐ REVIEW (See check list) (4) ☐ REGISTRATION (See item 8) (5) ☐ CANCELLATION (See item 9)	(6) ☐ of STANDARDS (7) ☐ of REVISION of standards (See item 10)
(8) Date of review; Regional/State Office		(9) If cancellation by SAC, give date of cancellation	(10) If revision in SAC state, give date of registration of revision
(11) Type of Program (Check one):	☐ Group joint ☐ Individual joint	☐ Group waiver ☐ Individual waiver	☐ Group not joint ☐ Individual not joint

(12) _____
Name of Program

(13) _____ (14) _____ (15) _____
City of operating headquarters (code) County of operating headquarters State (code)

(16) _____ (17) _____ (18) _____
(Registration no.) (Pattern code no., if any) Number of establishments, if group program

(19) _____ (20) _____
Total workers, if individual program Date of original registration of Program

(21) _____ (22) _____ _____
Bargaining agency, whether or not signatory Principal products if individual program (SIC Code)

TRADE OR CRAFT (As Given In Standards) (23)	COMPARABLE BAT TITLE AND CODE OR CODES (24)	TERM (25)	JOURNEYMEN CURRENTLY EMPLOYED IN OCCUPATIONS LISTED (26)	APPRENTICES CURRENTLY EMPLOYED IN OCCUPATIONS LISTED (27)	JOURNEYMAN HOURLY RATE (28)	WORK WEEK HOURS PER DAY (29)	WORK WEEK DAYS PER WEEK (30)

(31) Provide here complete apprentice wage schedule. (Wage rate by percentage unless otherwise indicated.)

TRADE OR CRAFT (AS SHOWN ABOVE)	INTERVAL	PERIOD AND RATE 1st.	2nd.	3rd.	4th.	5th.	6th.	7th.	8th.	9th.	10th.

(32) REMARKS:

(33) _____ (34) _____
(Apprenticeship and Training Representative reporting) (Date)

(Rev. Jan, 1978)

CHECK-LIST OF APPRENTICESHIP FUNDAMENTALS* AND SUPPLEMENTARY PROGRAM INFORMATION
*CFR 29, 29.5 Standards of Apprenticeship

(Each item should be checked to be eligible for registration)

( ) (a) The program is an organized, written plan embodying the terms and conditions of employment, training and supervision of one or more apprentices in the apprenticeable occupation, as defined in this part, and subscribed to by a sponsor who has undertaken to carry out the apprentice training program.

( ) (b) The program standards contain the equal opportunity pledge prescribed in 29 CFR 30.3(b) and, when applicable, an affirmative action plan in accordance with 29 CFR 30.4, a selection method authorized in 29 CFR 30.5, or similar requirements expressed in a State Plan for Equal Employment Opportunity in Apprenticeship adopted pursuant to 29 CFR Part 30 and approved by the Department, and provisions concerning the following:

( ) (1) The employment and training of the apprentice in a skilled trade;

( ) (2) A term of apprenticeship, not less than 2,000 hours of work experience, consistent with training requirements as established by industry practice;

( ) (3) An outline of the work processes in which the apprentice will receive supervised work experience and training on the job, and the allocation of the approximate time to be spent in each major process;

( ) (4) Provision for organized, related and supplemental instruction in technical subjects related to the trade. A minimum of 144 hours for each year of apprenticeship is recommended. Such instruction may be given in a classroom through trade, industrial courses or by through trade, industrial or correspondence courses of equivalent value, or other forms of self-study approved by the registration/approval agency;

( ) (5) A progressively increasing schedule of wages to be paid the apprentice consistent with the skill acquired. The entry wage shall be not less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable Federal law, State law, respective regulations, or by collective bargaining agreement;

( ) (6) Periodic review and evaluation of the apprentice's progress in job performance and related instruction; and the maintenance of appropriate progress records;

( ) (7) The numeric ratio of apprentices to journeymen consistent with proper supervision, training, safety, and continuity of employment, and applicable provisions in collective bargaining agreements, except where such ratios are expressly prohibited by the collective bargaining agreements. The ratio language shall be specific and clear as to application in terms of jobsite, work force, department or plant;

( ) (8) A probationary period reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of apprenticeship;

( ) (9) Adequate and safe equipment and facilities for training and supervision, and safety training for apprentices on the job and in related instruction;

( ) (10) The minimum qualifications required by a sponsor for persons entering the apprenticeship program, with an eligible starting age not less than 16 years;

( ) (11) The placement of an apprentice under a written apprenticeship agreement as required by the State apprenticeship law and regulation, or the Bureau where no such State law or regulation exists. The agreement shall directly, or by reference, incorporate the standards of the program as part of the agreement;

( ) (12) The granting of advanced standing or credit for previously acquired experience, training, or skills for all applicants equally, with commensurate wages for any progression step so granted;

( ) (13) Transfer of employer's training obligation when the employer is unable to fulfill his obligation under the apprenticeship agreement to another employer under the same program with consent of the apprentice and apprenticeship committee or program sponsor;

( ) (14) Assurance of qualified training personnel and adequate supervision on the job;

( ) (15) Recognition for successful completion of apprenticeship evidenced by an appropriate certificate;

( ) (16) Identification of the registration agency;

( ) (17) Provision for the registration, cancellation and deregistration of the program; and requirement for the prompt submission of any modification or amendment thereto;

( ) (18) Provision for registration of apprenticeship agreements, modifications, and amendments; notice to the registration office of persons who have successfully completed apprenticeship programs; and notice of cancellations, suspensions and terminations of apprenticeship agreements and causes therefor;

( ) (19) Authority for the termination of an apprenticeship agreement during the probationary period by either party without stated cause;

( ) (20) A statement that the program will be conducted, operated and administered in conformity with applicable provisions of 29 CFR Part 30, as amended, or a State EEO in apprenticeship plan adopted pursuant to 29 CFR Part 30 and approved by the Department;

( ) (21) Name and address of the appropriate authority under the program to receive, process and make disposition of complaints;

( ) (22) Recording and maintenance of all records concerning apprenticeship as may be required by the Bureau or recognized State Apprenticeship Agency and other applicable law.

APPENDIX N

FORMS

(Get triplicate copies of CAO-741 and CAO-740
forms from the State Apprenticeship Coordinator)

MICHIGAN DEPARTMENT OF CORRECTIONS

RESIDENT APPRENTICESHIP APPLICATION CAO-735

Name _____ Number _____
Last First Initial

Block _____ Cell _____ Race _____ Age _____ Date of Birth _____

EDUCATION:

College 1 2 3 4 Date _____

High School 1 2 3 4 Date _____

Grade School 1 2 3 4 Date _____

GED Date _____

Other _____

_____

WORK EXPERIENCE (last job first)

Name _____

Place _____

Dates _____

Duties _____

Name _____

Place _____

Dates _____

Duties _____

Signature _____

MINIMUM ONE YEAR APPRENTICESHIP AGREEMENT

I _____ agree to complete a minimum of one year
Last First Initial Number
under the Apprenticeship Program at this institution beginning with the date on which I have been selected by the Joint Apprenticeship Committee. This agreement pertains to resident request for transfer to other institutions.

Signature _____ Date _____

MICHIGAN DEPARTMENT OF CORRECTIONS

APPRENTICESHIP PROSPECT EVALUATION CAO-736

The resident listed below is being considered for an Apprenticeship Program that will involve a considerable expenditure of funds, over a lengthy period of time. In order to help assure successful completion, we would appreciate the below listed information.

Thank you.

_____
Supervisor of Apprentices

Number _____ Name _____
Last First Initial

To the R.U.M. or A.R.U.M.

Please fill out this section and return to: Supervisor of Apprentices
Vocational School

RISK FACTORS

ASSAULTIVE: (Check one) Very High _____ High _____ Middle _____ Low _____ Very Low _____

TYPE OF CRIME-DETERMINED BY POLICY DIRECTIVE

Assaultive _____ Non-Assaultive _____ Sex, or Sex Related Yes ___ No ___

In the last year (12 months) Resident has had (please give number)

_____ Bondable Misconducts

_____ Non-Bondable Misconducts

PRESENT CUSTODY STATUS

Close _____ Medium _____ Minimum _____ Maximum _____

Resident will be eligible for custody reduction in _____ months.

Approximate release date – either by parole or C.R.P placement.

Date: _____ Position: _____ Living Unit: _____

Signed: _____

MICHIGAN DEPARTMENT OF CORRECTIONS
APPRENTICE APPLICANT EVALUATION

CAO-737

Date:

Name: _____ SSN: _____

Trade in which Applicant is Applying: _____

		Possible	Actual
1.	Education.....34		
	(A) High School or GED Graduate	24	_____
	(B) Other Applicable Subjects	10	_____
2.	Work Experience or Training.....20		
	(A) Similar Work Type	10	_____
	(B) Quality	6	_____
	(C) Quantity	4	_____
3.	Testing.....20		
	(GATB or other Tests)	20	_____
4.	Interview.....26		
	(A) Physical Health	6	_____
	(B) Appearance – Neatness	6	_____
	(C) Interest – Attitude	10	_____
	(D) Verbal Ability	4	_____
		Total Points	_____

Interviewed by: _____ Title: _____

MICHIGAN DEPARTMENT OF CORRECTIONS CAO-741

APPRENTICESHIP AGREEMENT BETWEEN APPRENTICE & JOINT APPRENTICESHIP COMMITTEE

PRIVACY ACT STATEMENT

The information requested herein is used for apprenticeship program statistical purposes and may not be otherwise disclosed without the express permission of the apprentice listed below. (Privacy Act of 1974 – P.L. 93-579).

The department of Corrections and apprentice whose signature appear below agree to these terms of apprenticeship.

The Joint Apprenticeship Committee, hereinafter referred to as the COMMITTEE, agrees to be responsible for the selection, placement, and training of said apprentice in accordance with the Equal Opportunity Standards stated in Section 30.3 of Title 29, Code of Federal Regulations, Part 30; and in accordance with the terms and conditions of the Standards of the Joint Apprenticeship Committee which are made a part of this agreement.

The apprentice agrees to be diligent and faithful in learning the trade in accordance with this agreement.

This agreement may be terminated by mutual consent of the parties, citing cause(s), with notification to the Registration Agency.

Name of Apprentice (Type or Print) _____ No. _____	**TRAINING DATA**
Signature of Apprentice	Trade: _____
Institution	Apprenticeship Term: _____
Name and Address of Institution	Probationary Period: _____
Signature of Committee, Chairperson	Credit for Previous Experience: _____
Signature of Committee, Secretary	Term Remaining: _____
	Date Apprenticeship Begins: _____

TO BE COMPLETED BY THE APPRENTICE: (Please Print or Type)

Social Security Number: __ __ __ - __ __ - __ __ __ __ *Date of Birth:* _____

Sex: ☐ Male ☐ Female

Race/Ethnic Group: ☐ White/Not Hispanic ☐ Black/Negro ☐ Asian/Pac. Isl. ☐ American Indian/AK Nat. ☐ Hispanic

Check Appropriate Box: ☐ Vietnam-era Veteran ☐ Other Veteran ☐ Non-Veteran

Related Instruction will be conducted by: _____
(Name of Institution/Community College)

REGISTERED BY:

MICHIGAN DEPARTMENT OF CORRECTIONS

APPRENTICE TIME RECORD

CAO-740

REPORT FOR MONTH OF 19

NAME NO.

TRADE

INSTITUTION

	Unacceptable	Less than Acceptable	Acceptable	More than Acceptable	Outstanding
	1	2	3	4	5
1. QUALITY OF WORK: Work is accurate, or work is sub-standard?					
2. WORK OUTPUT: Does work quickly, or takes a long time to accomplish his work?					
3. HOUSEKEEPING: Keeps machines and/or work areas clean, or does a poor job in cleaning up?					
4. SAFETY ATTITUDE: Cautious and safety minded, or has to be warned often about safety?					
5. GENERAL ATTITUDE: Has a wholesome respect for his trade, or does not seem to take his training seriously?					

REMARKS

Signed: _____ FORMAN

* _____ APPRENTICE

_____ APPRENTICE COORDINATOR

6. ATTENDANCE: Days Absent _____ Times Tardy _____

INDICATE APPLICABLE CODES IN DAILY COLUMN: L–Laid in; H–Holiday; D–Detention; M–Medical; P–Personel

APPRENTICE TIME RECORD

DAY OF WEEK (S-M-T-W-T-F-S)																															TOTALS		
SCHEDULE	PREV. TOTAL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	MO. TOTAL	ACC. TOTAL	REQ. HRS.
1																																			
2																																			
3																																			
4																																			
5																																			
6																																			
7																																			
Totals																																			
Related Instruction																																			
128 TOTALS																																		129	

*APPRENTICE SIGNATURE ATTESTS TO THE

N-5

MICHIGAN DEPARTMENT OF CORRECTIONS

PROGRAM AND WORK ASSIGNMENT REPORT

N-6
CSO-363 Rev. 2/81

DATE

RESIDENT NO. | RESIDENT NAME

PROGRAM OR ASSIGNMENT NO. | STAFF CODE | INSTITUTION | HOUSING UNIT

PROGRAM OR ASSIGNMENT NAME | RACE

DATE OF ENTRY INTO PROGRAM OR ASSIGNMENT | REASON FOR ENTRY

(WORK ASSIGNMENT SUPERVISORS COMPLETE ONLY THE SHADED AREAS ON THIS FORM)

	COURSE NUMBER	CLASS PERIOD(S)	CREDIT REC'D	CREDIT TYPE	GRADE REC'D	CERTIF. EARNED	TERMINATION DATE	TERMINATION CODES
1.								
2.								
3.								
4.								

Reserved for the State of Michigan

SYMBOLS TO USE: "1" for digit one; "I" for letter i; "0" for digit zero; "O" for letter o; "2" for digit two; "Z" for letter Z.

ATTENDANCE		PERFORMANCE RATINGS FOR ASSIGNMENTS AND COURSES							
Hours Attended	Hours Missed	Objectives Met	Motivation	Cooperation	Sincerity	Relationship W/ Residents	Relationship W/ Staff	Skills Exhibited	Progress

RATING CODES: Excellent - 5 Good - 4 Fair - 3 Poor - 2 Very Poor - 1

	YES	NO		YES	NO
Close Supervision needed?			Would removal disrupt operations?		
Accept back on Program or Assignment?			Would removal disrupt progress?		

GED TEST VERSION	I	II	III	IV	V	Avg. Standard Score	Date Tested

C.B.I. MODULES IN PROGRESS

RECOMMENDED STARTING MODULES

COMMENTS AND RECOMMENDATIONS:

RATERS SIGNATURE | TITLE | SUPERVISOR'S SIGNATURE | DATE

☐ PROGRAM REPORT ☐ WORK ASSIGNMENT REPORT ☐ TERMINATION ☐ CLASSIFICATION REVIEW ☐ P.E.R.

DISTRIBUTION: WHITE - Treatment CANARY - Originator PINK - Resident GOLDENROD - Record Office (File - Optional)

APPENDIX O

POLICY DIRECTIVE PD-BCF-34.01

PRISONER PLACEMENT AND INTER-INSTITUTIONAL TRANSFER

AND

DIRECTOR'S OFFICE MEMORANDUM 1985-29

TREATMENT PRIORITIES - TRANSFERS

MICHIGAN DEPARTMENT OF CORRECTIONS

POLICY DIRECTIVE

CSO-216 Rev. 3/82

EFFECTIVE DATE	NUMBER
8/1/83	PD-BCF-34.01

ACA STANDARDS
2-4122; 2-4401

SUBJECT
PRISONER PLACEMENT AND INTER-INSTITUTIONAL TRANSFER

PAGE 1 OF 8

SUPERSEDES: PD-BCF-34.01 (2/1/80); DOM 1980-13; 1980-11; 1981-13

OBJECTIVE:

1. To assign security designations to Department of Corrections facilities.

2. To implement Departmental security classification policy so as to place prisoners in the least restrictive degree of security necessary and available.

3. To ensure efficient institutional population management.

4. To ensure expeditious transfer of individuals in need of medical and/or psychiatric treatment.

APPLICATION: All prisoners of BCF facilities.

POLICY:

I. It shall be the policy of the Department of Corrections to place prisoners in the least restrictive security available consistent with public protection, institutional order, and available capacity. It shall be the responsibility of institution heads to screen their population regularly to meet this aim and comply with PD-DWA-30.02.

Each prisoner transferred shall be eligible for the designated security level of the receiving institution, as determined by security classification screening pursuant to PD-DWA-30.02. Exceptions may be made in the direction of increased security on a temporary basis for medical or psychiatric treatment, access to law library, or to the courts. Other exceptions to this requirement requires approval of the Regional Administrator of the sending institution.

For the following transfers, approval is needed as indicated:

1) To or from MIPC, MBP, or HVMF: Deputy Director, BCF.

2) Transfers to an institution of the same or greater level of security: Regional Administrator, sending institution.

3) Transfers not meeting the placement criteria in Section III below: Regional Administrator, sending institution.

4) Transfers to reduced security which comply with PD-DWA-30.02: No regional or Central Office approval required.

Facilities initiating transfer are responsible to ensure appropriate due process and prior medical and/or psychiatric clearance. Emergency medical, psychiatric or security transfers shall be initiated on Form CSJ-134, "Transfer Recommendation and Order," which should contain program information to facilitate classifi cation at the receiving institution. Should the transfer be only temporary, the prisoner may be returned to the sending facility utilizing a standard transfer order. All transfer orders will include assaultive and property risk designation. Record office, counselor and medical files will accompany the prisoner (exception: R.O. files of people being transferred from camp are not on site and must be forwarded from camp control). When applicable, the educational file shall also accompany the prisoner.

The receiving institution is required to notify the regional administrator or Deputy Director, Bureau of Correctional Facilities, of transfers received in violation of this directive.

II. Facility Security Designations:

1. Administrative Segregation: Areas within walled or fenced institutions designated for this purpose by the Deputy Director in charge of the Bureau of Correctional Facilities.

2. Maximum Custody: General population status at MIPC, Huron Valley Men's Facility, and within the walls of Marquette Branch Prison.

3. Close Custody: General population status within the walls of the Michigan Reformatory, designated areas of the State Prison of Southern Michigan (SPSM Central-North), Reception Centers, Riverside Correctional Facility, and designated housing unit of the Huron Valley Women's Facility.

4. Medium Custody: General population status inside the fenced areas of the Michigan Training Unit, Muskegon Correctional Facility, Kinross Correctional Facility, Michigan Dunes Correctional Facility, Phoenix Correctional Facility, designated housing units of the Huron Valley Women's Facility and State Prison of Southern Michigan (North Complex and SPSM Central-South Complex.

5. Minimum Custody: Cassidy Lake Technical School, SPSM South Complex (including farms), Camps, dormitories at the Michigan Reformatory and Marquette, Mangum Farm at Marquette, and designated housing units of the Huron Valley Women's Facility.

6. Community Status: Work Pass, Furlough, Corrections Center, Resident Home, and any unsupervised "off institutional property" details from an institution.

The Superintendent may establish criteria to select medium custody prisoners to participate in supervised details outside the fenced area of the institution. Selection criteria must consider risk to the public, likelihood of escape, and institutional behavior. The criteria must be approved by the Deputy Director, BCF.

Known homosexuals must be housed only in individual rooms/cells with locking capabilities. Homosexual predators will be precluded from placement in medium or minimum security facilities.

III. Placement criteria for specific institutions are as follows:

R&GC - SPSM (Close):

Males twenty-one (21) years of age or older who are newly committed, parole violators, escapees, or CRP returns.

SPSM - Central-North Complex (Close):

Males twenty-one (21) years of age or older who meet qualifications for close custody placement.

SPSM - Central-South Complex (Medium):

Males twenty-one (21) years of age or older who meet criteria for medium custody placement.

SPSM - North Complex (Medium):

Males twenty-one (21) years of age or older who meet criteria for medium custody placement and have demonstrated sufficient capacity and appropriate motivation to participate in the work or school programs.

SPSM - South Complex (Minimum):

Males twenty-one (21) years of age or older who meet qualifications for minimum custody including those who have special medical, psychiatric or dietary needs that require placement contiguous to services provided at SPSM.

SPSM - Farms (Minimum):

Males twenty-one (21) years of age or older who meet qualifications for minimum custody placement, with no special medical, psychiatric or dietary needs. They must not be

serving for Arson or have a history of Arson behavior or be identified as a known homosexual.

Michigan Reformatory (Close):

1. Males under twenty-one (21) years of age who meet qualifications for close custody placement.

2. Males twenty-one (21) to twenty-five (25) years of age who are immature or youthful appearing and require close custody.

Michigan Reformatory - Dormitory (Minimum):

1. Males not identified as a known homosexual and are under twenty-one (21) years of age who meet qualifications for minimum custody placement.

   OR

2. Twenty-one (21) to twenty-five (25) years of age who are immature or youthful appearing and meet qualifications for minimum custody placement.

Marquette Branch Prison (Maximum):

Males twenty-one (21) years of age or older who meet qualifications for maximum security placement.

Marquette Branch Prison - Trusty Division (Minimum):

Males twenty-one (21) years of age or older who meet qualifications for minimum custody placement and are not identified as a known homosexual.

Michigan Intensive Program Center (Maximum):

Males of all ages who are approved by the Deputy Director, Bureau of Correctional Facilities, or Northern Regional Administrator and who meet the following criteria:

1. a. Chronic management problem and has failed to respond to other management programs.

      OR

   b. Threat to the physical safety of staff members and/or fellow prisoners.

      AND

2. Currently in segregation and has been so for a period of at least sixty (60) days.

AND

3. Medically and psychiatrically clear.

Huron Valley Men's Facility (Maximum):

1. Males requiring maximum custody who have served at least two years immediately preceding at the Marquette Branch Prison in a manner judged satisfactory by the Northern Regional Administrator.

2. Males who represent a special management problem which, in the judgment, and with the approval, of the Deputy Director in charge of BCF, can best be dealt with at this institution.

3. Females and Holmes Youthful Trainees who require in-patient nursing care services at this location, as determined by the Office of Health Care.

4. Males who require in-patient care in maximum custody or specific (dialysis) out-patient services.

5. Males who are in need of maximum security and are considered protection cases unable to reside at any other facility because of enemies in the system.

Riverside Correctional Facility (Close):

Nonpredatory, nonaggressive males of any age who require close custody and are compatible with protection cases or men who have special needs accommodated by one or more of the following placement categories:

A. Protection Status (Close):

Males under twenty-one (21) years of age who meet any one of the following criteria:

1. Non-predatory men who have confirmed enemies in other close custody facilities.

2. Physically immature or inadequate males who have been victims of physical or sexual assault, or who have demonstrated an inability to cope in the general population of other facilities.

5. Infirmary Status (Close):

Males under twenty-one (21) years of age in need of short-term medical attention, for whom transfer is approved by the sending institution's medical director.

C. Riverside Psychiatric Center (Close):

Males of all ages who are in need of inpatient psychiatric care and are approved by a qualified physician at the sending institution and the admitting physician at the Riverside Psychiatric Clinic.

D. Geriatric Status (Close):

Males fifty (50) years of age or older who meet all of the following conditions:

1. Ambulatory, including those with walker or wheelchair able to move from bed to chair without assistance.

2. Able to eat, shower and dress without assistance.

3. Continent for both bladder and bowel.

4. Well controlled by diet and/or medication if chronic medical or psychiatric condition exists.

5. Generally unable to handle a routine institutional job or school assignment.

E. Riverside Reception Center (Close):

Males newly committed, parole violators, escapees or CRP returns who have not reached their 21st birthday.

Michigan Training Unit (Medium):

Males under twenty-one (21) years of age who meet qualifications for medium custody placement and are in need of remedial through GED academic or vocational education programs.

Muskegon Correctional Facility (Medium):

Males twenty-one (21) years of age and over who meet qualifications for medium custody placement and are in need of remedial through GED educational programs.

Kinross Correctional Facility (Medium):

Males twenty-one (21) years of age or older who meet criteria for medium custody placement and are not identified as homosexual or as having predatory tendencies.

Prisoners referred to the Kinross Correctional Facility's protective environment shall be only those who are mentally ill and have been discharged from an institution of the Department of Mental Health, the Psychiatric Center at Riverside, the SPSM acute psychiatric ward or release to general population from a previous stay in a protective environment - refer to PD-BCF-42.05 and PD-BCF-42.04.

Michigan Dunes Correctional Facility (Medium):

Males twenty-one (21) years of age and over who meet criteria for medium custody placement, have demonstrated sufficient capacity and appropriate motivation for participation in academic educational programs and are:

1. Not serving for a sexual offense:

2. Not identified as homosexual or as having homosexual tendencies.

Phoenix Correctional Facility (Medium):

Males who are in need of reception and classification due to parole violations and failure in a community residential program from the following counties only: Wayne, Oakland, Macomb, Washtenaw and Monroe.

Any exception to parole violators and CRP failures must receive prior approval from the Deputy Director, BCF.

Cassidy Lake Technical School (Minimum):

Males under twenty-one (21) years of age who meet qualifications for minimum custody placement and are:

1. Not serving for a sexual offense.

2. Not serving for an offense in connection with a sexual act.

3. Not serving for Arson or having a history of Arson behavior.

4. Not identified as a known homosexual.

Prisoners over thirty (30) years of age who meet qualifications for the Camp Program may be placed at Cassidy Lake for the purpose of attending school.

Camp Program (Minimum):

Males and females of all ages who meet qualifications for minimum custody placement and are:

1. Not serving for a sexual offense.

2. Not serving for an offense connected with a sexual act.

3. Not serving for Arson or having a history of Arson behavior.

4. Not identified as a known homosexual.

Refer to PD-BCF-40.03 for information on the camp placement system.

Huron Valley Women's Facility:

Any female prisoner committed to the Michigan Corrections Commission for incarceration and not eligible for placement in the Camp Program.

R&GC - Huron Valley Women's Facility (Close):

Females newly committed, parole violators, escapees or CRP returnees of any age.

AUTHORITY: MCL 791.264, PD-BCF-11.01, Corrections Commission: February 16, 1977.

APPROVED: _____ 7-12-83

Robert Brown, Jr., Deputy Director in Charge of Bureau of Correctional Facilities — Date

RB:JRT:evb
7/12/83

1985-29

State of Michigan

Corrections Commission
Gwen Andrew, Ph.D.
Brunetta Brandy
Thomas K. Hardley, Jr.
James H. Lincoln
Duane L. Waters, M.D.

James J. Blanchard, *Governor*

Department of Corrections

Stevens T. Mason Building, Lansing, Michigan 48909
Robert Brown Jr., *Director*
February 20, 1985

DIRECTOR'S OFFICE MEMORANDUM 1985 - 4 Effective Date: Immediately

TO: Wardens and Superintendents

FROM: Robert Brown, Jr., Director

SUBJECT: Treatment Priorities - Transfers

Departmental policy makes institutions responsible for ensuring that individuals are moved as soon as eligible to the least restrictive security available, consistent with public protection and facility capacity (PD-BCF-34.01). Overcrowding has added urgency to this policy. Consequently, many prisoners are transferred before completion of program.

When the same or similar programs are available at the less secure facility, transfers will not be delayed. Transfer will be delayed for program completion if the program is not available at the transfer destination and either of the following conditions exist:

a. There has been a considerable investment of resources and completion of program is imminent.

b. The program is required by the Parole Board.

Transfers of prisoners involved in the following programs should be made only as a last resort, and then only with the approval of the Deputy Director, Bureau of Correctional Facilities. They are listed in order of priority for non-transfer.

1. Psychotherapy recommended by R&GC or the Parole Board.

2. Apprenticeship programs.

3. Trades instruction when completion of program is imminent.

4. Community college vocational "Night Owl" programs.

5. Department operated vocational programs.

6. Community college academic programs (for balance of term).

RB:lk 1

DEPARTMENT OF CORRECTIONS

TO: Wardens DATE: 4-21-86

FROM: Dan Bolden, Deputy Director

SUBJECT: No Transfers of Apprentices

There will be no transfers of prisoner apprentices working in job assignments (to fulfill the on-the-job work experience component of the apprenticeship program) without my approval. The only exception to this is if they could be transferred to an institution that offers the same apprenticeship program by DOT code numbers and there is an opening so that the prisoner can transfer and not break the continuity of their related instruction and on-the-job work experience.

This is due to the great time, effort, energy and financial resources devoted to the apprenticeship program on our part and on the part of community representatives. It also reinforces our continued effort to assist prisoners trying to acquire job skills to help them get and keep a good paying job when exiting prison (minimizing the likelihood of them returning).

Put a note in the prisoners' general file that says "Do not cover. Do not transfer. This prisoner is in (fill in the name and 3 digit and 9 digit DOT number here) apprenticeship program." Also, if the prisoner is dropped from the apprenticeship program, another note must be sent to the prisoners' file saying the prisoner has been dropped from the apprenticeship program and to remove the "Do not cover. Do not transfer..." note.

DB:KA:mr

cc: Judy Kalmanek, Acting Assistant Deputy Director
Diane Spence, Director of Education
Karen Atkinson, Ph.D., Vocational Consultant

APPENDIX P

POLICY DIRECTIVE PD-BCF-41.01

INSTITUTIONAL WORK ASSIGNMENTS, WAGES AND SCHOOL STIPENDS

AND

DIRECTOR'S OFFICE MEMORANDUM 1985-31

PRISONER WAGES AND SCHOOL STIPENDS

MICHIGAN DEPT. OF CORRECTIONS

POLICY DIRECTIVE

EFFECTIVE DATE	NUMBER
June 15, 1982	PD-BCF-41.01
	SUPERSEDES NO: PD-BCF-41.01
	DATED: 10/15/81

SUBJECT: INSTITUTIONAL WORK ASSIGNMENT, WAGES AND SCHOOL STIPENDS

OBJECTIVE: To establish prisoner work standards; to standardize rates of pay for institutional assignments, and to provide for uniform conditions under which absence with pay will be allowed.

APPLICATION: All institutional prisoners whose wages or educational stipends are paid from appropriated funds.

POLICY: Whenever possible, work assignments in institutions will simulate the work requirements of employment in the free community. Prisoners will be required to work dependably and at a reasonable rate. An eight-hour day that involves six hours of actual productive work shall be the standard work day. In view of high institutional unemployment, all institutional work assignments shall be limited to five days per week. Exceptions to this policy may be made by wardens or superintendents at institutions or camps that do not have unemployed prisoners. Other exceptions require the approval of the Deputy Director, Bureau of Correctional Facilities with the recommendation of the Regional Administrator. Prisoners who are unable to be placed on any assignment for physical or mental health reasons will be classified as unemployable until medically cleared. Those who refuse a work assignment will be classified as unemployable. Prisoners who exhibit a pattern of irresponsible or disruptive behavior may be classified as unemployable and reviewed for possible increase in security level and/or consideration of withholding of special good time allowance.

Academic students through GED completion and all vocational students (whether in Departmental or college-sponsored programs) assigned to class at least five hours per day are considered full-time students. Those students who are assigned to class three or four hours per day are considered half-time students. College academic students assigned for at least 12 credit hours are considered full-time students. There is no half-time college academic student category for pay purposes.

Pay and stipends for any combination of assignments shall not exceed the equivalent of pay one full-time assignment. However, prisoners may attend school in addition to full-time work assignments. OJT assignments shall be regarded as work assignments, not school, and prisoners shall be paid at the level established by the Inmate Institutional Job Manual.

DOCUMENT TYPE	EFFECTIVE DATE	NUMBER	PAGE 2 OF 3
POLICY DIRECTIVE	June 15, 1982	PD-BCF-41.01	
		BUREAU/INST. NUMBER	SUPERSEDES NO PD-BCF-41.01 10/15/81

A standard wage schedule for work assignments and students will periodically be published through A Director's Office Memo and will be used for institutional assignments. Minimum, medium and maximum rates have been established for each level of work assignments. Assignment supervisors shall determine at what rate (minimum, medium or maximum) a prisoner shall be assigned within a given level.

Increases in a pay within a level shall also be determined by the job supervisor. The specific level of an assignment will be according to the Inmate Institutional Job Manual (Glover Case).

Institutions having training classes for given assignments may require participation in and/or completion of such programs in order to be placed on an assignment requiring such participation.

From time to time certain jobs require that an individual perform duties under conditions that are considered unusually difficult or stressful. Such work will be called exceptional duty. (Work above the 40 feet level would constitute such a condition.) Individuals engaged in exceptional duty work will receive additional pay of 46¢ per day only on those particular days they are working under such conditions. Approval for this rate of pay shall come from the institution's Glover monitor.

All institutional assignments are categorized in one of fifteen general job categories:

Building Trades Worker
Clerk
Clinical Services Worker
Clothing Maintenance Worker
Dental Lab Trainee
Department of Natural Resources/Public Projects
Farm Services Worker
Food Services Worker
General Maintenance Worker
Graphic Arts Worker
Materials Handler
Mechanical Maintenance Worker
Recreation Worker
Technical Specialties Worker
Vehicle Maintenance Worker

Each institution will identify one staff person who will be responsible for the monitoring of this system, using a monthly sampling (e.g., prisoner working at the appropriate level, exceptional duty pay is justified, pay raises occur according to policy, etc.).

DOCUMENT TYPE	EFFECTIVE DATE	NUMBER	PAGE 3 OF 3
POLICY DIRECTIVE	June 15, 1982	PD-BCF-41.01	
		BUREAU/INST. NUMBER	SUPERSEDES NO. PD-BCF-41.01 10/15/81

All assigned prisoners will be paid for the holidays designated by Civil Service for Departmental employees. Time off on these holidays will correspond to that for institutional staff. Prisoners required to work overtime or on days off will be paid at the regular wage. Prisoners required to work on holidays will receive double their regular wage for the day worked. If assignments are laid in on the day after a holiday and prior to the weekend for the purpose of extending the weekend for employees, all prisoners on those assignments will be paid for that day. Prisoners called from their assignments for convenience of the agency will be paid for the time absent due to the call up. Prisoners laid in from their assignments because of unavailability of their supervisors will be paid at the regular wage.

The institution head shall consider denial of special good time allowance for any prisoner refusing a work assignment. If it is determined at a hearing that the refusal was a misconduct violation, disciplinary action may also be taken against the prisoner. Unassigned prisoners shall not be permitted more yard or recreation time than those assigned. Those who show excessive absenteeism from their assigments shall be referred for reclassification.

AUTHORITY: MCL 791.203,' .206; Policy Directive: "Programs for Rehabilitation;" Policy Directive PD-BCF-20.03. Corrections Commission: April 17, 1974. Administrative Rule: R 791.4435.

ACA STANDARDS: 2-4414

APPROVED: Robert Brown Jr. 6-1-82

Robert Brown, Jr., Deputy Director — Date
Bureau of Correctional Facilities

RB:lsl
5/28/82

CSO-219

State of Michigan

orrections
ommission
Gwen Andrew
Brunetta Brandy
Thomas K. Eardley, Jr.
James H. Lincoln
Duane L. Waters, M.D.

James Blanchard, Governor

Department of Corrections

Stevens T. Mason Building, Lansing, Michigan 48909

Robert Brown, Jr., *Director*

May 17, 1985

DIRECTOR'S OFFICE MEMORANDUM 1985- 31 Effective Date: 6-2-85

TO: Wardens and Superintendents

FROM: Robert Brown, Jr., Director

SUBJECT: Prisoner Wages and School Stipends

This memorandum supplements PD-BCF-41.01, "Institutional Work Assignments, Wages and School Stipends," dated June 15, 1982.

1. Prisoners on institutional work assignments shall be paid the following daily wage:

LEVEL	MINIMUM	MEDIUM	MAXIMUM
01	$ .50	$ .55	$ .60
02	.65	.70	.75
03	.80	.85	.90
04	.95	1.00	1.05
05	1.10	1.25	1.40

2. In addition, prisoners shall be paid a "skills bonus" of 15% if they have completed a formal vocational training program in the skills area in which they are employed. If this training was obtained outside the Department, the BCF Director of Education will determine whether it is equivalent to the training offered in the institutions.

3. School stipends shall be $.50 per day for full-time students and $.25 per day for part-time students, as defined in the policy directive.

4. Apprentices shall be paid in accordance with their work assignment, not as students.

This rescinds DOM 1985-14 (formerly 1982-8).

RB:evb 12

APPENDIX Q

POLICY DIRECTIVE PD-DWA-60.01

PRISONER DISCIPLINARY POLICY

MICHIGAN DEPARTMENT OF CORRECTIONS

POLICY DIRECTIVE

CSO-216 Rev. 3/82

EFFECTIVE DATE	NUMBER
7-18-85	PD-DWA-60.01

ACA STANDARDS: 2-4345 through 2-4367

SUBJECT: PRISONER DISCIPLINARY POLICY

PAGE 1 OF 10

SUPERSEDES: PD-DWA-60.01 (8/22/83)

OBJECTIVE: To provide a means of maintaining discipline and enforcing necessary rules within correctional facilities; to ensure that prisoners are provided fair, timely, and impartial disposition of charges alleging violations of rules, based on proceedings that conform to state statutes, administrative rules, and due process requirements for disciplinary matters; and to set forth certain other possible consequences of misconduct.

APPLICATION: All prisoners and staff.

POLICY: DEFINITIONS

For purposes of this policy directive, the following definitions shall apply:

1. Mental Illness: A substantial disorder of thought or mood which significantly impairs judgment, behavior, capacity to recognize reality or the ability to cope with the ordinary demands of life.

2. Not Responsible Due To Mental Illness: Lacks substantial capacity to know right from wrong or to conform conduct to departmental rules due to mental illness.

3. Toplock: Restriction of a prisoner to his/her own cell, room, or bunk and bunk area. "Bunk area" is that floor area next to the prisoner's bunk which extends to the adjacent bunks on all sides. A prisoner on toplock status shall not leave his/her cell, room or bunk area for any reason without specific authorization from the appropriate staff person. Staff may authorize a prisoner on toplock status to go to the dining room, and to attend college, school or work assignments, or other specified activities. Staff shall authorize release from toplock for showers, visits, medical care, and law library, unless law books are brought to the prisoner. Also, a prisoner on toplock shall have a minimum of one-hour per day of out-of-cell activity, which may include visits, meals, and other required activities.

General Information

Alleged violations of written rules are classified as "major misconduct" or "minor misconduct," as set forth in R 791.5501 and are further defined on the list attached to this policy. Misconduct reports may be written only for the violations which are on the list.

The structure of the disciplinary process is one of progressive sanctions. The least drastic method to ensure compliance with the rules must be used. Counseling and summary action should be attempted to correct minor violations. However, when rule infractions require more formal resolution, a misconduct report should be written. If a misconduct report is written, it must be prepared as soon as possible after the violation is observed or reported. Since the possible sanctions are more severe for major misconduct, greater procedural safeguards are provided for those charged with such violations.

Summary Punishment

The reporting employee may impose summary punishment which does not exceed 24 hours toplock, 8 hours extra duty, or one week loss of privileges for minor misconduct if the prisoner signs a waiver of her/his right to a minor misconduct hearing. Any non-dangerous contraband must be confiscated in conjunction with a summary punishment and turned over to appropriate institutional staff for proper disposition. A record of this action must be on file with the deputy, assistant deputy or other supervisory level person. If the prisoner does not sign an offered summary action, the resultant misconduct report shall be processed and heard as a "minor" regardless of the charge or the prisoner's disciplinary record.

Summary punishment shall not be used in psychiatric inpatient units since the validity of a waiver would be questionable. All minor misconduct reports for psychiatric inpatients shall be referred to the treatment team.

Minor Misconduct

A prisoner charged with minor misconduct shall have a right to the following:

1. Advance written notice of the charge unless s/he waives this in favor of an informal summary action.

2. A hearing conducted in compliance with the procedures set forth in R 791.3310 by an employee designated by the facility head or area manager. The employee designated as the hearing officer shall have had no prior direct involvement in the matter at issue.

3. To be present at the hearing if s/he chooses to attend. If the prisoner chooses not to attend, it shall be verified on the hearing report that the prisoner was notified of the hearing and chose not to attend. In all cases, the prisoner shall receive a copy of the hearing officer's written decision.

4. An appeal of the hearing officer's decision to supervisory staff at the level of assistant deputy, camp supervisor or community program supervisor.

The hearing officer in a minor misconduct case shall ensure that all relevant evidence has been presented and that the prisoner has had adequate time and opportunity to prepare his or her defense. A hearing investigator is not available for minor misconduct but the hearing officer shall make a reasonable investigation of the charges and assist those prisoners who have limited intelligence or education in presenting a defense. The decision of the hearing officer shall be based on a preponderance of the evidence. A waiver of a minor misconduct hearing may be accepted by either the hearing officer or reviewing officer. A minor misconduct hearing officer may impose sanctions, upon a finding of guilt, as set forth in R 791.5505(2).

Property determined to be nondangerous contraband at a minor misconduct hearing shall be confiscated and turned over to appropriate staff for disposition. (See PD-BCF-53.01 - Inmate Property Control.)

Unless a minor charge is a part of a major misconduct hearing, minor misconduct hearing reports will not be filed in the prisoner's files. However, a list of minor charges of which the prisoner has been found guilty shall be kept in the case notes in the counselor's file for control and monitoring purposes and to provide the basis for establishing a pattern of minor reports if other action becomes necessary.

Major Misconduct

Major misconduct which is also a felony shall be referred to the appropriate law enforcement agency as well as being pursued through the departmental disciplinary process. In addition, in all cases of assault, forfeiture of good time or disciplinary credits shall be ordered, in accordance with appropriate statutes and administrative rules, if the prisoner is found guilty of the misconduct.

Prisoners charged with major misconduct are entitled to a formal hearing, as set forth in R 791.3315, which shall include the following:

1. Review

A reviewing officer shall conduct a preliminary review with the prisoner of every major misconduct report. A reviewing officer shall be a supervisory level employee in institutions of the Bureau of Correctional Facilities (BCF) and an employee specifically designated by procedure in the Bureau of Field Services (BFS). In all BCF institutions, this review shall be conducted within 24 hours after the report is written, unless there is good cause for delay, as determined by the hearing officer. If the report is not reviewed within that time period, and there is no good cause for delay, it shall be dismissed by the hearing officer. This review is the beginning of the formal processing and investigation of the misconduct report, and shall include: (a) examination of the report to determine that it is appropriate and correct; (b) reading of the report to the prisoner; (c) advising the prisoner of his/her right to witnesses, relevant documents, and a hearing investigator; and, (d) ensuring that the prisoner receives a copy of the misconduct report.

After this review, the reviewing officer shall order the prisoner to be confined in segregation or on toplock pending a formal hearing if the charge is nonbondable (as designated on the attached list) or if there is a reasonable showing that failure to do so would constitute a threat to the security or good order of the institution. The reason given for confining a prisoner for a bondable offense must relate to the specific circumstances of the incident. In other words, it must state why this case differs from other instances of this charge and thus presents a threat to security. Conclusory phrases such as "necessary for the good order of the facility" are <u>not</u> acceptable as reasons. The reason must state the facts underlying the charge which make it necessary to lock up the accused prisoner for an offense which policy has already determined can normally be safely handled as a bondable matter.

Whenever a prisoner is placed in segregation or on toplock for a charge or charges which are by policy bondable, and an adequate reason is not given on the misconduct report for this action, the hearing officer shall report the matter to the facility head and to the Hearings Administrator. The facility head (BCF) and area manager (BFS) shall ensure that all employees comply with this policy on bondable charges.

If a prisoner is placed in segregation, the exact time and date of placement shall be noted on the misconduct repor

by the reviewing officer who shall also immediately notify the prisoner's housing unit of this placement. The person notified in the housing unit shall be indicated on the misconduct report.

2. Adherence to Time Limits

The formal hearing must be held within the time limits set forth in R 791.5501. (NOTE: The day on which a prisoner is locked up or on which the report is reviewed with him/her is not counted in the time limit; however, the day on which the hearing occurs is counted.)

3. Investigation

The prisoner may submit written questions to be asked of a witness. These questions shall be submitted to the hearing investigator, who shall obtain answers to all questions which are relevant, not repetitious, and not a threat to the security of the facility. The hearing investigator may initially determine if a question should be asked or a witness contacted. However, the hearing officer has the final authority and may require the hearing investigator to obtain an answer to a question if s/he determines that an answer is needed. The hearing officer also may interview a witness at the hearing if s/he determines this is necessary and not unduly hazardous to the safety of the institution, staff, or prisoners. All hearing investigator reports and written witness statements must be either typewritten or done in black ink to facilitate copying of records on appeal.

The hearing officer shall ensure that all relevant evidence and testimony have been presented, and must return the matter to the hearing investigator for further investigation if needed. The hearing officer shall also ensure that the prisoner has had adequate time and opportunity to prepare a defense and that a reasonable and impartial investigation has been conducted. All staff members shall cooperate fully with the hearing officer and hearing investigator and shall comply with all requests for information or assistance necessary to conduct a proper hearing, as determined by the hearing officer.

If a prisoner, hearing investigator or the hearing officer raises the issue that the prisoner may not be responsible for the misconduct due to mental illness, a request for information on that issue shall be directed to the following:

(A) If the prisoner is an inpatient in a psychiatric unit, questions shall be directed to the treating psychiatrist;

(B) If the prisoner is in a protective environment, questions shall be directed to the treatment team;

(C) For all other prisoners, questions shall be directed to psychological services.

All hearing investigator reports shall be kept in designated hearing investigator files at the facility where the hearing is held. They should be kept in chronological order by date of hearing, and in order by prisoner number, so that the record can be retrieved if necessary for an appeal. A copy of any confidential information (as determined by the hearing officer) must be kept with the hearing investigator's report but should be clearly marked. These confidential statements are exempt from disclosure under the Freedom of Information Act. All photographs should be attached to the hearing investigator reports. The reports shall be retained for at least two years after the date of the hearing. If a lawsuit is filed, the hearing investigator's report shall be retained until the litigation is completed. A facility will ordinarily be alerted that a lawsuit has been filed when a request is made by the Hearings Division for a copy of the investigator's report. Physical evidence, other than photographs, may be kept in a separate place, but it must be retained for at least 90 days after the hearing, or until litigation is completed if a lawsuit is filed, by the person holding that evidence.

4. Formal Hearing and Sanctions

The hearing shall be conducted by a hearing officer from the Hearings Division. In making a decision as to guilt or innocence, the hearing officer shall consider only that evidence which relates to the specific charge or charges or their lesser included violations. Decisions shall be based upon a preponderance of evidence. The formal hearing is not an "adversary proceeding," but is rather a fact-finding process in which all parties involved have a responsibility to reveal all relevant evidence whether supportive or damaging to the person charged. Fairness is to be the paramount consideration of this hearing process.

Upon a finding of guilt, the hearing officer may consider all relevant information in determining a sanction, including the prisoner's prior record of misconducts. It is also proper to consider evidence of mitigating or compounding circumstances in determining the sanction. The sanctions which may be imposed by the hearing officer are set forth in R 791.5505(1). A hearing officer may give credit for time spent in segregation or on toplock pending a hearing, but is not required to do so.

Prior to a major misconduct hearing, in all facilities where detention may be served, each prisoner to be heard shall have been reviewed under R 791.5510 pursuant to a procedure established by the Office of Health Care. As stated in that rule, a prisoner who has a history of psychiatric problems or a significant medical problem shall not be placed in punitive detention without prior examination and approval by the medical director or the psychiatric staff. The hearing officer shall be notified whether the prisoner has a history of psychiatric problems or a significant medical problem and, if so, whether the prisoner's medical and psychiatric care needs can be met in detention. If it is determined by the medical director (or designated physician) or psychiatric staff that those needs cannot be met in detention, the hearing officer shall not give the sanction of detention. If detention may be served as long as specific health or psychiatric services are provided, this shall be noted by the medical director (or designated physician) or psychiatric staff. It shall be the responsibility of the segregation unit staff to ensure that any prescribed health care or psychiatric needs are met. They shall be entered into the detention log book, which shall also reflect, by signature of staff, that the special conditions have been carried out.

If a prisoner is given the sanction of loss of privileges, the hearing officer shall complete the Loss of Privileges form (CAH-113) and shall indicate which privileges shall be withheld. Only those privileges listed on the form may be affected by this sanction.

5. Not Guilty Findings

A finding of not guilty or dismissal shall result in no sanction being imposed and no report filed in the prisoner's record files. However, a copy of the misconduct report and misconduct hearing report shall be retained by the hearing investigator, with the hearing investigator report files, to assist in responding to requests for rehearing and litigation. These reports shall be kept for two years.

The hearing records for not guilty or dismissed charges must be reviewed by designated staff to monitor for any errors which have been made. Complaints as to hearing officer performance shall be brought to the attention of the Hearings Administrator or the Hearing Officer Supervisor.

Special Provisions for Psychiatric Inpatients

An employee who observes a major misconduct violation by a prisoner housed in a psychiatric inpatient unit shall take necessary emergency action to prevent the prisoner from engaging in behavior which is dangerous to self, others or property, and shall confiscate any dangerous or contraband items. However, such prisoners shall not be placed in segregation or on toplock pending a hearing. If necessary, the prisoner shall be placed in medical seclusion or restraints pursuant to applicable policies. Immediately thereafter, the employee, without informing the prisoner, shall prepare a misconduct report and submit it to the treating psychiatrist or treatment team to determine if the prisoner is responsible for the behavior. The misconduct report, however, must be reviewed within 24 hours, as set forth elsewhere in this policy. If the prisoner is determined to be not responsible, the misconduct report will be destroyed and the behavior will be addressed therapeutically. The patient's behavior and the immediate therapeutic response must be thoroughly documented in the prisoner's medical file to ensure that the safety of the prisoner and others is not jeopardized by lack of knowledge of a serious incident. If, however, the patient is found to be responsible for his/her behavior, the treating psychiatrist shall notify the hearing officer of the responsibility determination and whether the patient's medical and psychiatric care needs can be met in detention. If those needs can be met, the hearing officer may give a sanction of detention.

Prisoners in an inpatient psychiatric unit who are given loss of privileges as a sanction shall not be subject to the list described elsewhere in this policy (CAH-113). Rather, only the following privileges may be withheld:

(1) Regular exercise yard;

(2) Visits in the institution's visiting area;

(3) Use of the weight pit;

(4) Hobbycraft;

(5) Library (General Library only, not Law Library);

(6) Gym activities.

The hearing officer shall indicate on the misconduct hearing report which privileges are lost. If all of the above privileges are to be withheld, then the hearing officer need only fill in the number of days the sanction will run.

Major Misconduct Appeals

If either the prisoner or the facility head disagrees with the results of a hearing, they may submit a request for rehearing. That request must be submitted within 30 days after a copy of the hearing report is received. The request for rehearing must be submitted to the Hearings Administrator on CSO-418, and shall be accompanied by a copy of the misconduct report and misconduct hearing report. A departmental request for rehearing must be approved and signed by the warden or superintendent of an institution or by the Assistant Deputy Director for Community Programs.

A rehearing shall be ordered if any of the following occurs:

1. The record of testimony made at the hearing is inadequate for judicial review.

2. The hearing was not conducted pursuant to applicable statutes or policies and rules of the Department and the departure from the statute, rule, or policy resulted in material prejudice to either party.

3. The prisoner's due process rights were violated.

4. The decision of the hearing officer is not supported by competent, material, and substantial evidence on the record as a whole.

5. The hearing officer was personally biased in favor of either party.

A rehearing may also be ordered by the Hearings Administrator on her/his own motion.

If the request for rehearing is denied, or the prisoner is not satisfied with the results of a rehearing, the prisoner may appeal to State Circuit Court, as set forth in M.C.L.A. 791.255.

Other Actions Resulting From Misconduct

In addition to the sanctions imposed by the hearing officer, a prisoner who is found guilty of a major misconduct violation may be referred to the facility head for forfeiture of earned good time, pursuant to R 791.5513, denial of special good time, or forfeiture of disciplinary credits. This referral shall be made by a facility staff member designated by the facility head, in the case of good time forfeiture. However, accumulated disciplinary credits may only be forfeited by the facility head

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if the hearing officer recommends the forfeiture. The prisoner shall also forfeit any incentive good time s/he may have earned, pursuant to PD-BCF-41.05 - Public Works Projects - Incentive Good Time Allowance. In addition, a prisoner who earns disciplinary credits must automatically forfeit the 5 days of credit earned during any month in which s/he commits a major misconduct violation which subsequently results in a finding of guilt.

The prisoner who is found guilty of misconduct may also be referred to other appropriate staff or services, such as a psychological or psychiatric evaluation, counseling, program classification committee, or security classification. All prisoners who are found guilty of a nonbondable major misconduct shall be reviewed by the Security Classification Committee to determine if a higher level of security is required, and shall be rescreened for appropriate risk classification pursuant to policy.

Reclassification to administrative segregation based solely upon major misconduct guilty findings may be done using the Security Reclassification Notice (CSO-423); an additional hearing is not required.

AUTHORITY: MCL 791.203; .206; .251 et seq.; and 800.33.
Administrative Rules 791.3301-.3320; 791.5501-.5513.
Corrections Commission: January 17, 1985

APPROVED: _____ 1-23-85
Robert Brown, Jr., Director Date

RB:MV:stb
1/4/85

PREPARED BY: Marjorie VanOchten, Hearings Administrator

APPENDIX R

POLICY DIRECTIVE PD-DWA-62.02

GRIEVANCE PROCEDURE FOR

CORRECTIONS CLIENTS

MICHIGAN DEPARTMENT OF CORRECTIONS

POLICY DIRECTIVE

CSO-216 Rev. 3/82

EFFECTIVE DATE	NUMBER
6/1/83	PD-DWA-62.02
ACA STANDARDS	
2-4343	

SUBJECT
GRIEVANCE PROCEDURE FOR CORRECTIONS CLIENTS

SUPERSEDES: PD-DWA-62.02 (11/23/81)

OBJECTIVE: To provide prisoners and parolees with a timely and effective administrative remedy for alleged violations of rights, or unsatisfactory conditions of confinement, by providing a rational system for the equitable resolution of grievances, to promote communication between prisoners, parolees and administrators for their mutual benefit; to provide prisoners and parolees an opportunity to express concerns and perceptions affecting their daily living and future in a responsible manner; to establish guidelines for the makeup, selection, length of service, functions and meetings of prisoner unit representatives and Wardens' Forums.

APPLICATION: Prisoners and parolees under the care and control of the Department of Corrections.

POLICY:

General Prisoner Grievances/The Warden's Forum

Each institution shall have elected general population housing unit representatives who meet with housing unit staff and Warden's Forum representatives who meet with the institution head on a regular basis to discuss prisoner complaints and matters of mutual concern. These groups are advisory to the administration and shall in no way jeopardize the security, discipline and good order of the institution. Prisoners are encouraged to solicit input from those they represent, and to give consideration to the views expressed.

Selection and Length of Service

Candidates for office will be volunteers from the general population. Candidates shall be free of major misconduct for at least six months preceding the election. A minimum of two housing unit representatives of whom half shall represent a minority race, shall be elected from each living unit. In larger housing units, the Wardens and Superintendents have the discretion to increase the number of housing unit representatives elected to serve. An alternative unit representative shall also be elected. The alternate unit representative shall function in place of the housing unit representative whenever circumstances prevent one of the housing unit representatives from performing their duties. Elections shall be conducted by the living unit manager/camp supervisor, and be by secret ballot. Housing unit representatives will serve for six-month terms.

Prisoners may serve up to two (2) consecutive terms as a housing unit representative. Upon leaving office (regardless of the circumstance), a prisoner must wait six months before running for reelection. Housing unit representatives may be removed by a two-thirds vote of the living unit or by administrative order for cause. If a prisoner is removed as housing unit representative by administrative order for cause, he/she may request an administrative hearing pursuant to Rule 791.3310 on the matter. Hearing decisions may be appealed directly to the third step (Director's Office) of the grievance procedure.

In case of a vacancy which is not filled by the alternate, the housing unit representative position shall be filled by the prisoner of the same race who received the next highest number of votes in the last election. Staff shall not select replacements. If a special election is necessary, the living unit manager/camp supervisor shall arrange it.

Functions

The function of the housing unit representatives is to assist living unit staff in identifying and resolving problems particular to the living unit.

Meetings

Housing unit representatives shall meet monthly with designated living unit staff. Wherever possible, the resident unit manager shall notify living unit staff and housing unit representatives of meeting dates at least one week prior to scheduled meetings. Housing unit representatives shall submit written agenda items to the resident unit manager at least three days prior to the scheduled meeting. Following the meeting, the resident unit manager shall provide written responses to agenda items, copies of which shall be given to the housing unit representatives and forwarded to the institution head. Procedures for informed communication will be developed by the living unit manager/camp supervisor.

Warden's Forum Representatives

The function of the Warden's Forum is to assist the institution head in identifying and resolving problems involving the general institutional population. Housing unit representatives shall serve on the Warden's Forum, either alternating meeting attendance between the unit representative elected from each housing unit or with all elected representatives attending each meeting. The decision on which method to be used will be made by the Warden or Superintendent.

The method of filling the offices in the Warden's Forum, such as chairman or secretary, will be determined by the housing unit

representatives at the first meeting after each election. It is recommended that these offices be filled by either an elective process or on a rotating basis.

SPSM shall consider the North, South, and Central Complexes as separate institutions and the deputy wardens as institution heads for purposes of this requirement.

The Camp Program, MIPC, and CRP are exempted from this requirement.

The Warden's Forum shall meet monthly with the institution head. The institution head shall notify Warden's Forum representatives and appropriate staff of the meeting date at least two weeks prior to the scheduled meetings. Warden's Forum representatives shall submit written agenda items to the institution head at least one week prior to the scheduled meeting. Following each Warden's Forum meeting, the warden shall provide written responses to each agenda item, copies of which shall be given to each Warden's Forum representative and forwarded to the Office of Prisoner Affairs in the Central Office. In those institutions providing radio taping of the Warden's Forum meetings, the tape shall be played on the radio the day of the meeting and again the following day. The radio taping of Warden's Forum meetings does not preclude the requirement that the institution head provide written responses to agenda items to the Warden's Forum representatives and to the Office of Prisoner Affairs in the Central Office.

If a question of Departmental policy arises, the Warden may utilize the Warden's Forum meeting minutes to refer the question for review by the Director's Office.

The Warden's Forum duties may include selection by the forum of members to: Serve as voting members of the Prisoner Benefit Fund Committee; to serve on the Resident Store Committee; to participate in the movie selection process; to perform inspection duties in the dining room; to establish radio-TV schedules; and, to serve on ad hoc committees established for special purposes as requested by the institution head. Appointment to serve on special committees may be for the duration of the individual representative's six-month term of office.

Individual Prisoner/Parolee Grievances

Prisoners and parolees under the care and control of the Department of Corrections may submit individual complaints on the grievance form with regard to any condition of confinement or supervision, official act, or denial of rights excepting institutional disciplinary decision or appeals on special designations (drug trafficker, involved in organized crime, professional criminal) for which there exists a separate system of

timely appeal. Parole Board decisions are also nongrievable. Charges of racial or ethnic discrimination, brutality, or corruption may bypass institutional steps of the grievance procedure and be brought directly to the attention of the Director of Corrections.

To expedite resolution of problems as well as reinforce mutual respect and confidence between the employee and prisoner or parolee, every reasonable effort should be made to resolve grievances verbally, at local or operational levels before resorting to the formal written procedure. At the same time, prisoners and parolees should be encouraged to use the grievance procedure regarding grievable matters rather than a letter of complaint.

Once a prisoner or parolee initiates a written grievance, every effort must be made on the part of staff to quickly and effectively address and resolve the grievance, if possible, at the earliest step which has the authority to resolve the issue.

In the Bureau of Correctional Facilities, a staff member will be designated as being responsible for coordinating the grievance process at Step I. This first step grievance coordinator will be appointed by the Warden or Superintendent. All grievances filed at the first step will be submitted to the first step grievance coordinator. This person will determine the appropriate staff member to answer each grievance and will monitor the process to assure timely response and compliance by staff on Departmental rules, policies and procedures. Step I grievances in the Bureau of Field Services will be filed to the facility supervisor or parole agent.

Appeals of a step I grievance response will be made to Step II. The Step II response will typically be responded to by the Warden, Superintendent or BFS area manager. An appeal of a Step II grievance will be made to Step III which will be responded to by the Director's Office.

No prisoner or parolee will be penalized in any way for exercising his or her grievance right. Prisoners and parolees will be advised that no copies of grievances filed by them will become a part of their case records or their institutional file. Moreover, Corrections Department staff must be particularly careful to avoid any action that could be construed to give the appearance of reprisal for using the grievance procedure or for assisting other prisoners in its use. This policy will be made known to all staff.

It shall be the responsibility of prisoners and parolees not to make frivolous or untruthful statements in connection with grievances. Grievances that are clearly without merit, or

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duplicate, or repetitive grievances regarding the same issue, problem or complaint, will not be investigated. Parole Board decisions or disciplinary decisions are nongrievable matters.

All written grievances must be made on Departmental grievance forms, although there may be attachments where necessary.

Each prisoner arriving at any facility will be provided with information about the grievance procedure and will be advised as to the location of grievance forms. Grievance forms must be available to all prisoners and parolees regardless of security classification or housing area.

For further information on the grievance procedure, see OP-BCF-62.02, "Grievance Procedure for Prisoners Under BCF Supervision," and OP-BFS-62.02, "Grievance Procedure for Prisoners and Corrections Clients Under BFS Supervision."

The institution head is responsible for collecting housing unit grievance data and submitting accurate and timely Quarterly Grievance Reports on Form CSJ-421 to the Office of Prisoner Affairs in the Central Office.

AUTHORITY: MCLA 791.202, .203, .204
Public Acts 1953, No. 232
Corrections Commission: May 24, 1973, December 16, 1982
Public Acts 1975, No. 46

APPROVED: MAY - 5 1983

Perry M. Johnson, Director — Date

PMJ:JRT:cjb
5/5/83

APPENDIX S

CERTIFICATE OF COMPLETION

OF APPRENTICESHIP

-EXAMPLE-

Certificate of Completion of Apprenticeship

United States Department of Labor
Bureau of Apprenticeship and Training

This is to certify that

has completed an apprenticeship for the occupation

under the sponsorship of

in accordance with the basic standards of apprenticeship established by the Secretary of Labor

_____

_____

_____

Date Completed _____

Secretary of Labor

Assistant Secretary for Employment and Training

Administrator, Bureau of Apprenticeship and Training

S-1

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APPENDIX T

FEDERAL APPRENTICEABLE OCCUPATIONS

October 1986
Supersedes
App. Hdbk.AX-T
December 1986

Bulletin No. 86-34 September 16, 1986

U.S. DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING ADMINISTRATION Bureau of Apprenticeship and Training Washington, D.C. 20213 Symbols: NPCTG:BAJ	Distribution: A-539 All Techs. Hqtrs. A-544 All Field Techs. A-547 SDs (Includes SACs & Lab. Comms.) AIGs	SUBJECT: CODE: 402 List of Occupations Recognized as Apprenticeable by the Bureau of Apprenticeship and Training ACTION: Due date:

PURPOSE: To transmit to Bureau of Apprenticeship and Training staff a list of occupations recognized as apprenticeable by the Bureau.

BACKGROUND: The attached list includes occupations recognized as apprenticeable by the Bureau. They were approved by either the Bureau or by one or more State Apprenticeship Councils.

Occupations that have been approved by SACs but are not recognized as apprenticeable by the Bureau are not included on the list.

Titles and Codes are from the 4th Edition of the Dictionary of Occupational Titles, and from the 4th Edition DOT Supplement.

An x beside an occupation indicates the occupation is included in National Standards that have been registered by the Bureau.

An asterisk(*) indicates an occupation added since the last list was issued. Occupations added this quarter are:

517. Paralegal Assistant
709. Telecommunicator
742. Truck Driver, Heavy

Attachment

OCCUPATIONS RECOGNIZED AS APPRENTICEABLE
by
THE BUREAU OF APPRENTICESHIP AND TRAINING — September 1986

	TITLE	DOT CODE		TERM in YEARS
1.	ACCORDIAN MAKER(musical inst.)	730.281-010		4
2.	ACOUSTICAL CARPENTER(const.)	860.381-010		4
3.	ACTOR(amuse. & rec.)	150.047-010	x	2
4.	AIR BALANCING-AND-TESTING TECHNICIAN((any ind.)	637.261-580		3
5.	AIR-CONDITIONING INSTALLER-SERVICER, WINDOW UNIT(any ind.)	637.261-010		3
6.	AIR-CONDITIONING MECHANIC(auto. serv.)(Automotive Specialty Shops only)	620.281-010	x	1
7.	AIRCRAFT-ARMAMENT MECHANIC(gov. serv.)	632.261-010	x	4
8.	AIRCRAFT LAY-OUT WORKER(aircraft-aerospace mfg.)	693.381-010		4
9.	AIRCRAFT MECHANIC, ARMAMENT(aircraft-aerospace mfg.)	806.381-010	x	4
10.	AIRCRAFT MECHANIC, ELECTRICAL AND RADIO(aircraft-aero.mfg.)	825.381-010	x	4
11.	AIRCRAFT MECHANIC, PLUMBING AND HYDRAULICS(aircraft-aero.mfg.)	862.381-010	x	4
12.	AIRCRAFT-PHOTOGRAPHIC-EQUIPMENT MECHANIC(photo. app.)	714.281-010		4
13.	AIRFRAME-AND-POWER-PLANT MECHANIC(aircraft-aerospace mfg.; air trans.)	621.281-014	x	4
14.	AIRPLANE COVERER(aircraft-aerospace mfg.; air trans.)	849.381-010		4
15.	AIRPLANE INSPECTOR(air trans.)	621.261-010		3
16.	AIRPLANE WOODWORKER(aircraft-aerospace mfg.)	769.281-010	x	3
17.	ALARM OPERATOR(gov. serv.)	379.162-010		1
18.	ALTERATION TAILOR(gar.; per. serv.; ret. tr.)	785.261-010		2
19.	ANIMAL TRAINER(amuse. & rec.)	159.224-010		2½
20.	ARTIFICIAL-GLASS-EYE MAKER(optical goods)	713.261-010	x	5
21.	ARTIFICIAL-PLASTIC-EYE MAKER(optical goods)	713.261-014	x	5
22.	ASPHALT-PAVING-MACHINE OPERATOR(const.)	853.663-010	x	3
23.	ASSEMBLER, AIRCRAFT, POWER PLANT(aircraft-aero. mfg.)	806.381-022		2
24.	ASSEMBLER, AIRCRAFT, STRUCTURES AND SURFACES(aircraft-aero.mfg.)	806.381-026	x	4
25.	ASSEMBLER, ELECTRO-MECHANICAL(aircraft-aerospace mfg.)	806.381-030		4
26.	ASSEMBLER-INSTALLER, GENERAL(aircraft-aerospace mfg.)	806.361-014		2
27.	ASSEMBLER, METAL BUILDING(const.)	801.381-010	x	2
28.	ASSEMBLY MECHANIC, EXPERIMENTAL AIRCRAFT(aircraft-aero.mfg.)	806.381-038	x	4
29.	ASSEMBLY TECHNICIAN(office machines)	633.261-010		2
30.	AUDIO OPERATOR(radio & tv broad.)	194.262-010	x	2
31.	AUDIO-VIDEO RAPAIRER(any ind.)	729.281-010		2
32.	AUGER-PRESS OPERATOR, MANUAL CONTROL(brick & tile)	575.462-010		2
33.	AUTOMATED EQUIPMENT ENGINEER-TECHNICIAN(mach. mfg.)	638.261-010		4
34.	AUTOMATIC EQUIPMENT TECHNICIAN(tel. & tel.)	822.281-010	x	4
35.	AUTOMOBILE-BODY REPAIRER(auto. serv.)	807.381-010	x	4
36.	AUTOMOBILE MECHANIC(auto. serv.)	620.261-010	x	4
37.	AUTOMOBILE-RADIATOR MECHANIC(auto. serv.)(Automotive Specialty Shops only)	620.381-010	x	2
38.	AUTOMOBILE-REPAIR-SERVICE ESTIMATOR(auto. serv.)	620.261-018		4
39.	AUTOMOBILE TESTER(auto. serv.)	620.261-014		4
40.	AUTOMOBILE UPHOLSTERER(auto. serv.)	780.381-010	x	3
41.	AUTOMOTIVE-COOLING-SYSTEM DIAGNOSTIC TECHNICIAN(auto serv.)(Automotive Specialty Shops only)	620.261-034	x	2
42.	AUTOMOTIVE-GENERATOR-AND-STARTER REPAIRER(auto. serv.)	721.281-010		2
43.	AUTOMOTIVE-MAINTENANCE-EQUIPMENT SERVICER(any ind.)	620.281-018		4
44.	AVIONICS TECHNICIAN(aircraft-aero. mfg.; air trans.)	823.281-010	x	4
45.	BAKER(bakery prod.)	526.381-010	x	3
46.	BAKER(hotel & rest.)	313.381-010	x	3
47.	BAKER, PIZZA(hotel & rest.)	313.381-014		1
48.	BAKERY-MACHINE MECHANIC(bakery prod.)	629.281-010		3
49.	BANK-NOTE DESIGNER(gov. serv.)	142.061-010		5
50.	BARBER(per. serv.)	330.371-010	x	1&2
51.	BATCH-AND-FURNACE OPERATOR(glass mfg.)	572.382-010	x	4

OCCUPATIONS RECOGNIZED AS APPRENTICEABLE
by
THE BUREAU OF APPRENTICESHIP AND TRAINING

	TITLE	DOT CODE		TERM in YEARS
2.	BATTERY REPAIRER(any ind.)	727.381-014		2
53.	BEEKEEPER(agric.)	413.161-010		4
54.	BENCH HAND(jewelry)	735.381-010		2
55.	BEN-DAY ARTIST(print. & pub.)	970.681-010		6
56.	BINDERY WORKER(print. & pub.)	653.685-010	x	4
57.	BIOMEDICAL EQUIPMENT TECHNICIAN(inst.&app.; med.serv.)	719.261-010	x	4
58.	BLACKSMITH(forging)	610.381-010	x	4
59.	BLOCKER AND CUTTER, CONTACT LENS(optical goods)	716.681-010		1
60.	BOATBUILDER, WOOD(ship & boat bldg. & rep.)	860.381-018	x	4
61.	BOILERHOUSE MECHANIC(any ind.)	805.361-010	x	3
62.	BOILERMAKER FITTER(boilermaking)	805.361-014		4
63.	BOILERMAKER I(boilermaking)	805.261-014	x	4
64.	BOILERMAKER II(boilermaking)	805.381-010	x	3
65.	BOILER OPERATOR(any ind.)	950.382-010	x	4
66.	BOOKBINDER(print. & pub.)	977.381-010	x	5
67.	BOOTMAKER, HAND(rubber goods)	753.381-010		1
68.	BRACELET AND BROOCH MAKER(jewelry)	735.681-010		4
69.	BRAKE REPAIRER(auto. serv.)	620.281-026		2
70.	BRICKLAYER(brick & tile)	861.381-014		4
71.	BRICKLAYER(const.)	861.381-018	x	3
72.	BRICKLAYER, FIREBRICK AND REFRACTORY TILE(const.)	861.381-026	x	4
73.	BRILLIANDEER-LOPPER(jewelry)	770.261-010		3
74.	BUTCHER, ALL-ROUND(slaughter & meat packing)	525.381-014	x	3
75.	BUTCHER, MEAT(hotel & rest.)	316.681-010		3
76.	BUTTERMAKER(dairy prod.)	529.362-010		2
77.	CABINETMAKER(woodworking)	660.280-010	x	4
78.	CABLE INSTALLER-REPAIRER(light, heat, & power)	821.361-010		3
79.	CABLE SPLICER(const.; light, heat, power; tel. & tel.)	829.361-010	x	4
80.	CABLE TESTER(tel. & tel.)	822.361-010		4
81.	CALIBRATION LABORATORY TECHNICIAN(aircraft-aero.mfg.;elec.)	019.281-010	x	3
82.	CAMERA REPAIRER(photographic app.)	714.281-014	x	2
83.	CANAL-EQUIPMENT MECHANIC(waterworks)	899.281-010	x	2
84.	CANDY MAKER(confec.)	529.361-014		3
85.	CANVAS WORKER(canvas goods; ship & boat bldg. & rep.)	739.381-010	x	3
86.	CARBURETOR MECHANIC(auto. serv.)	620.281-034		4
87.	CAR REPAIRER(loco. & car bldg. & rep.)	622.381-014	x	4
88.	CARD CUTTER, JACQUARD(narrow fabrics; textile)	683.582-010		4
89.	CARD GRINDER(asbestos prod.; textile)	680.380-010		4
90.	CARPENTER(const.)	860.381-022	x	4
91.	CARPENTER, MAINTENANCE(any ind.)	860.281-010	x	4
92.	CARPENTER, MOLD(brick & tile; conc. prod.)	860.381-034		6
93.	CARPENTER, ROUGH(const.)	860.381-042	x	4
94.	CARPENTER, SHIP(water trans.)	860.281-014		4
95.	CARPET CUTTER(ret. tr.)	929.381-010		1
96.	CARPET LAYER(ret. tr.)	864.381-010		3
97.	CARTOONIST, MOTION PICTURE(motion pic.; radio & tv broad.)	141.081-010	x	3
98.	CARVER, HAND(furn.; plan. mill)	761.281-010		4
99.	CASH-REGISTER SERVICER(any ind.)	633.281-010		3
100.	CASING-IN-LINE SETTER(print. & pub.)	653.360-010		4
101.	CASKET ASSEMBLER(mort. good)	739.481-010		6
102.	CASTER(jewelry)	502.381-010		2
03.	CASTER(nonfer. metal alloys)	502.482-010		2
04.	CELL MAKER(chem.)	844.681-010		1
5.	CEMENT MASON(const.)	844.364-010	x	2
106.	CENTRAL-OFFICE INSTALLER(tel. & tel.)	822.361-014	x	4

	TITLE	DOT CODE	TERM in YEARS
107.	CENTRAL-OFFICE REPAIRER(tel. & tel.)	822.281-014	x 4
108.	CHASER(jewelry; silverware)	704.381-010	4
109.	CHEESEMAKER(dairy prod.)	529.361-018	2
110.	CHEMICAL-ENGINEERING TECHNICIAN(profess. & kin.)	008.261-010	4
111.	CHEMICAL-LABORATORY TECHNICIAN(profess. & kin.)	022.261-010	4
112.	CHEMICAL OPERATOR III(chem.)	559.382-018	x 3
113.	CHIEF OF PARTY(profess. & kin.)	018.167-010	4
114.	CHIEF OPERATOR(chem.)	558.260-010	3
115.	CHILD CARE DEVELOPMENT SPECIALIST(any ind.)	359.342-540	2
116.	CHIMNEY REPAIRER(bus. serv.)	899.364-010	1
117.	CLARIFYING-PLANT OPERATOR(textile)	955.382-010	1
118.	CLOTH DESIGNER(profess. & kin.)	142.061-014	4
119.	COIN-MACHINE-SERVICE REPAIRER(coin mach.)	639.281-014	x 3
120.	COLORIST, PHOTOGRAPHY(photofinishing)	970.381-010	2
121.	COMMERCIAL DESIGNER(profess. & kin.)	141.081-014	4
122.	COMPLAINT INSPECTOR(light, heat, & power)	829.261-010	4
123.	COMPOSING-ROOM MACHINIST(print. & pub.)	627.261-010	x 6
124.	COMPOSITOR(print & pub.)	973.381-010	x 4
125.	COMPUTER-PERIPHERAL-EQUIPMENT OPERATOR(clerical)	213.382-010	x 1
126.	CONSTRUCTION-EQUIPMENT MECHANIC(const.)	620.261-022	x 4
127.	CONTOUR WIRE SPECIALIST, DENTURE(med. serv.)	712.381-014	4
128.	CONVEYOR-MAINTENANCE MECHANIC(any ind.)	630.381-010	2
129.	COOK(any ind.)	315.361-010	x 2
130.	COOK(hotel & rest.)	313.361-014	x 3
131.	COOK, PASTRY(hotel & rest.)	313.381-026	x 3
132.	COPPERSMITH(ship & boat bldg. & rep.)	862.281-010	x 4
133.	COREMAKER(foundry)	518.381-014	x 4
134.	CORK INSULATOR, REFRIGERATION PLANT(const.)	863.381-010	4
135.	CORRECTION OFFICER(gov. serv.)	372.667-018	x 1
136.	CORROSION-CONTROL FITTER(light, heat,&power; pipe lines)	820.361-010	4
137.	COSMETOLOGIST(per. serv.)	332.271-010	x 1&2
138.	CUSTOM TAILOR(garment; per. serv.; ret. tr.)	785.261-014	4
139.	CUTTER, FABRICS AND MATERIALS(aircraft-aerospace mfg.)	781.384-010	2
140.	CYLINDER GRINDER(print. & pub.)	500.381-010	x 5
141.	CYLINDER-PRESS OPERATOR(print. & pub.)	651.362-010	4
142.	DAIRY-EQUIPMENT REPAIRER(dairy prod.)	629.281-018	3
143.	DECORATOR(any ind.)	298.381-010	4
144.	DECORATOR(glass mfg.; glass prod.)	740.381-010	4
145.	DENTAL ASSISTANT(med. serv.)	079.371-010	x 1
146.	DENTAL CERAMIST(med. serv.)	712.281-010	2
147.	DENTAL-EQUIPMENT INSTALLER AND SERVICER(whole. tr.)	829.261-014	3
148.	DENTAL-LABORATORY TECHNICIAN(med. serv.)	712.381-018	x 2&3
149.	DESIGN DRAFTER, ELECTROMECHANISMS(profess. & kin.)	017.261-014	4
150.	DESIGNER AND PATTERNMAKER(boot & shoe)	788.281-010	2
151.	DETAILER(profess. & kin.)	017.261-018	4
152.	DIAMOND SELECTOR(jewelry)	770.281-010	4
153.	DICTATING-TRANSCRIBING-MACHINE SERVICER(any ind.)	633.281-014	3
154.	DIE DESIGNER(mach. shop)	007.161-010	x 4
155.	DIE FINISHER(mach. shop)	601.381-010	4
156.	DIE MAKER(jewelry)	601.381-014	4
157.	DIE MAKER(paper goods)	739.381-018	4
158.	DIE MAKER, BENCH STAMPING(mach. shop)	601.281-010	x 4
159.	DIE MAKER, STAMPING(mach. shop)	601.280-010	3
160.	DIE MAKER, TRIM(mach. shop)	601.280-014	x 4

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OCCUPATIONS RECOGNIZED AS APPRENTICEABLE
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	TITLE	DOT CODE		TERM in YEARS
161.	DIE MAKER, WIRE DRAWING(mach. shop)	601.280-018		3
162.	DIE POLISHER(wire)	601.381-018		1
163.	DIESEL-ENGINE TESTER(engine & turbine)	625.261-010		4
164.	DIESEL MECHANIC(any ind.)	625.281-010	x	4
165.	DIE SETTER(forging)	612.360-010		2
166.	DIE SINKER(mach. shop)	601.280-022	x	4
167.	DIETETIC INTERN(profess. & kin.)	077.167-010		2
168.	DIRECTOR, FUNERAL (per. serv.)	187.167-030		2
169.	DIRECTOR, TELEVISION(radio & tv broad.)	159.067-014		1
170.	DISPLAY DESIGNER(profess. & kin.)	142.051-010		4
171.	DISPLAYER, MERCHANDISE(ret. tr.)	298.081-010		1
172.	DOOR-CLOSER MECHANIC(any ind.)	630.381-014		3
173.	DRAFTER, ARCHITECTURAL(profess. & kin.)	001.261-010	x	4
174.	DRAFTER, AUTOMOTIVE DESIGN(auto. mfg.)	017.281-022		4
175.	DRAFTER, AUTOMOTIVE DESIGN LAY-OUT(auto. mfg.)	017.281-026		4
176.	DRAFTER, CARTOGRAPHIC(profess. & kin.)	018.261-010		4
177.	DRAFTER, CIVIL(profess. & kin.)	005.281-010	x	4
178.	DRAFTER, COMMERCIAL(profess. & kin.)	017.261-026	x	4
179.	DRAFTER, DETAIL(profess. & kin.)	017.261-030	x	4
180.	DRAFTER, ELECTRICAL(profess. & kin.)	003.281-010		4
181.	DRAFTER, ELECTRONIC(profess. & kin.)	003.281-014	x	4
182.	DRAFTER, HEATING AND VENTILATING(profess. & kin.)	017.261-034		4
183.	DRAFTER, LANDSCAPE(profess. & kin.)	001.261-014		4
[illegible]	DRAFTER, MARINE(profess. & kin.)	014.281-010	x	4
[illegible]	DRAFTER, MECHANICAL(profess. & kin.)	007.281-010	x	4
186.	DRAFTER, PLUMBING(profess. & kin.)	017.261-038		4
187.	DRAFTER, STRUCTURAL(profess. & kin.)	005.281-014	x	3
188.	DRAFTER, TOOL DESIGN(profess. & kin.)	007.261-022	x	4
189.	DRAFTER, TOPOGRAPHICAL(profess. & kin.)	018.261-014	x	4
190.	DRAGLINE OPERATOR(any ind.)	850.683-018		1
191.	DREDGE OPERATOR(const.; mining & quarrying)	850.663-010		1
192.	DRESSMAKER(any ind.)	785.361-010		4
193.	DRILLING-MACHINE OPERATOR(mining & quarrying)	930.482-010		3
194.	DRY CLEANER(clean., dye., & press.)	362.382-014		3
195.	DRY-WALL APPLICATOR(const.; mfd. bldgs.)	842.381-010		2
196.	EDITOR, FILM(motion pic.; radio & tv broad.)	962.264-010		4
197.	ELECTRICAL-APPLIANCE REPAIRER(any ind.)	723.381-010		3
198.	ELECTRICAL-APPLIANCE SERVICER(any ind.)	827.261-010	x	3
199.	ELECTRICAL-INSTRUMENT REPAIRER(any ind.)	729.281-026	x	3
200.	ELECTRICAL REPAIRER(any ind.)	829.281-014	x	4
201.	ELECTRICAL TECHNICIAN(profess. & kin.)	003.161-010		4
202.	ELECTRIC-DISTRIBUTION CHECKER(const.; light,heat,&power)	824.281-014		2½
203.	ELECTRICIAN(any ind.)	824.261-010	x	4
204.	ELECTRICIAN(ship & boat bldg. & rep.)	825.381-030		4
205.	ELECTRICIAN(water trans.)	825.281-014		4
206.	ELECTRICIAN, AIRPLANE(aircraft-aerospace mfg.:air trans.)	825.281-018	x	4
207.	ELECTRICIAN, AUTOMOTIVE(auto. serv.)	825.281-022	x	2
208.	ELECTRICIAN, LOCOMOTIVE(loco. & car bldg. & rep.)	825.281-026		4
209.	ELECTRICIAN, POWERHOUSE(light, heat, & power)	820.261-014	x	4
[illegible]0.	ELECTRICIAN, RADIO(any ind.)	823.281.014	x	4
[illegible]	ELECTRICIAN, SUBSTATION(light, heat, & power)	820.261-018		3
[illegible]	ELECTRIC-METER INSTALLER I(light, heat, & power)	821.361-014		4
213.	ELECTRIC-METER REPAIRER(light, heat, & power)	729.281-014		4
214.	ELECTRIC-METER TESTER(light, heat, & power)	821.381-010		4

	TITLE	DOT CODE		TERM in YEARS
215.	ELECTRIC-MOTOR-AND-GENERATOR ASSEMBLER(elec. equip.)	820.361-014		2
216.	ELECTRIC-MOTOR-ASSEMBLER AND TESTER(any ind.)	721.281-014		4
217.	ELECTRIC-MOTOR REPAIRER(any ind.)	721.281-018	x	4
218.	ELECTRIC-TOOL REPAIRER(any ind.)	729.281-022		4
219.	ELECTRIC-TRACK-SWITCH MAINTAINER(r.r. trans.)	825.261-010		4
220.	ELECTROMECHANICAL TECHNICIAN(inst. & app.)	710.281-018	x	3
221.	ELECTROMEDICAL-EQUIPMENT REPAIRER(any ind.)	729.281-030		2
222.	ELECTRONIC-ORGAN TECHNICIAN(any ind.)	828.261-010		2
223.	ELECTRONIC-PRODUCTION-LINE-MAINTENANCE MECHANIC(electronics)	629.281-022		1
224.	ELECTRONIC-SALES-AND-SERVICE TECHNICIAN(profess. & kin.)	828.251-010		4
225.	ELECTRONICS MECHANIC(any ind.)	828.281-010	x	4
226.	ELECTRONICS TECHNICIAN(profess. & kin.)	003.161-014	x	4
227.	ELECTRONICS TESTER I(electronics)	726.281-014		3
228.	ELECTRONICS UTILITY WORKER(electronics)	726.361-010		4
229.	ELECTROTYPER(print. & pub.)	974.381-010	x	5
230.	ELEVATING-GRADER OPERATOR(const.)	850.663-014		2
231.	ELEVATOR CONSTRUCTOR(const.)	825.361-010		4
232.	ELEVATOR REPAIRER(any ind.)	825.281-030	x	4
233.	EMBALMER(per. serv.)	338.371-014		2
234.	EMBOSSER(print. & pub.)	659.382-010		2
235.	EMERGENCY MEDICAL TECHNICIAN(med. serv.)	079.374-010	x	3
236.	ENGINEERING ASSISTANT, MECHANICAL EQUIPMENT(profess.&kin.)	007.161-018		4
237.	ENGINEERING MODEL MAKER(inst. & app.)	600.260-010	x	4
238.	ENGINE-LATHE SET-UP OPERATOR(mach. shop)	604.380-018		2½
239.	ENGINE-LATHE SET-UP OPERATOR, TOOL(mach. shop)	604.280-010		2½
240.	ENGINE REPAIRER, SERVICE(engine & turbine)	625.281-018		4
241.	ENGINE TURNER(jewelry)	704.381-018		2½
242.	ENGRAVER(glass prod.; mirror)	775.381-010		2
243.	ENGRAVER I(print. & pub.)	979.381-010	x	5
244.	ENGRAVER, BLOCK(print. & pub.)	979.281-014		4
245.	ENGRAVER, HAND, HARD METALS(engraving)	704.381-026		4
246.	ENGRAVER, HAND, SOFT METALS(engraving)	704.381-030		4
247.	ENGRAVER, MACHINE(print. & pub.)	979.382-014		4
248.	ENGRAVER, PANTOGRAPH I(engraving)	704.382-010		4
249.	ENGRAVER, PICTURE(print. & pub.)	979.281-018		10
250.	ENGRAVING-PRESS OPERATOR(print. & pub.)	651.382-010		3
251.	ENVELOPE-FOLDING-MACHINE ADJUSTER(paper goods)	641.680-010		3
252.	ENVIRONMENTAL-CONTROL-SYSTEM INSTALLER-SERVICER(any ind.)	637.261-014	x	3
253.	EQUIPMENT INSTALLER(tel. & tel.)	822.381-010		4
254.	ESTIMATOR AND DRAFTER(light, heat, & power)	019.261-014		4
255.	ETCHER, HAND(print. & pub.)	971.261-010	x	5
256.	ETCHER, PHOTOENGRAVING(print. & pub.)	971.381-014	x	4
257.	EXPERIMENTAL ASSEMBLER(any ind.)	739.381-026		2
258.	EXPERIMENTAL MECHANIC(motor & bicycles	600.260-014		4
259.	EXTERMINATOR, TERMITE(bus. serv.)	383.364-010		2
260.	EXTRUDER OPERATOR(fabric. plastics prod.;plastics mat.)	557.382-010		1
261.	FABRICATOR-ASSEMBLER, METAL PRODUCTS(any ind.)	809.381-010		4
262.	FARM EQUIPMENT MECHANIC I(agric. equip.)	624.281-010	x	3
263.	FARM EQUIPMENT MECHANIC II(agric. equip.)	624.381-014		4
264.	FARMER, GENERAL(agric.)	421.161-010		4
265.	FARMWORKER, GENERAL I(agric.)	421.683-010		1
266.	FASTENER TECHNOLOGIST(nut & bolt)	612.260-010		3
267.	FIELD ENGINEER(electronics)	828.261-014	x	2½

OCCUPATIONS REQUIRED AT APPRENTICE LEVEL
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	TITLE	DOT CODE	TERM in YEARS
268.	FIELD ENGINEER(radio & tv broad.)	193.262-018	x 4
269.	FILM DEVELOPER(motion pic.; photofinish.)	976.382-018	3
270.	FILM LABORATORY TECHNICIAN I(motion pic.)	976.381-010	x 3
271.	FINISHER, DENTURE(med. serv.)	712.681-018	1
272.	FIRE-CONTROL MECHANIC(gov. serv.)	632.261-014	x 2½
273.	FIRE FIGHTER(any ind.)	373.364-010	x 3
274.	FIRE FIGHTER, CRASH, FIRE AND RESCUE(air trans.)	373.663-010	1
275.	FIRE MEDIC(med. serv.)	373.364-014	x 3½
276.	FIRER, KILN(pottery & porc.)	573.662-010	3
277.	FISH AND GAME WARDEN(gov. serv.)	379.167-010	x 2
278.	FITTER(mach. shop)	801.381-014	2
279.	FITTER I(any ind.)	801.261-014	3
280.	FIXTURE MAKER(light fix.)	600.380-010	2
281.	FLIGHT-TEST SHOP MECHANIC(aircraft aero. mfg.)	621.381-010	x 5
282.	FLOOR-COVERING LAYER(loco. & car bldg. & rep.)	622.381-026	3
283.	FLOOR LAYER(const.; ret. tr.)	864.481-010	x 3
284.	FLORAL DESIGNER(ret. tr.)	142.081-010	1
285.	FOLDING-MACHINE OPERATOR(print. & pub.)	653.382-010	2
286.	FOLDING-MACHINE SETTER(print. & pub.)	653.360-014	4
287.	FORGE-SHOP-MACHINE REPAIRER(forging)	626.261-010	3
288.	FORGING-PRESS OPERATOR I(forging)	611.482-010	1
289.	FORM BUILDER(aircraft-aerospace mfg.)	693.280-010	x 4
290.	FORM BUILDER(const.)	860.381-046	2
291.	FORMER, HAND(any ind.)	619.361-010	2
292.	FORMING-MACHINE OPERATOR(glass mfg.)	575.382-014	4
293.	FOUNDRY METALLURGIST(foundry)	011.061-010	4
294.	FOURDRINIER-MACHINE TENDER(build. board; paper & pulp)	539.362-014	3
295.	FOUR-SLIDE-MACHINE SETTER(any ind.)	616.380-010	2
296.	FREEZER OPERATOR(dairy prod.)	529.482-010	1
297.	FRETTED-INSTRUMENT REPAIRER(any ind.)	730.281-026	3
298.	FRONT-END MECHANIC(auto. serv.)	620.281-038	x 4
299.	FUEL-INJECTION SERVICER(any ind.)	625.281-022	x 4
300.	FUR CUTTER(fur goods)	783.381-010	2
301.	FUR DESIGNER(fur goods)	142.081-014	4
302.	FUR FINISHER(fur goods)	783.381-014	2
303.	FURNACE INSTALLER(light, heat, & power)	862.361-010	4
304.	FURNACE INSTALLER-AND-REPAIRER, HOT AIR(any ind.)	869.281-010	3
305.	FURNACE OPERATOR(found.; iron & steel)	512.362-018	4
306.	FURNITURE DESIGNER(furn.)	142.061-022	4
307.	FURNITURE FINISHER(woodworking)	763.381-010	x 3
308.	FURNITURE UPHOLSTERER(any ind.)	780.381-018	x 4
309.	FURRIER(fur goods)	783.261-010	4
310.	GAGER(petrol. prod.; petrol. refin.; pipe lines)	914.384-010	2
311.	GANG SAWYER, STONE(stonework)	670.362-010	2
312.	GAS-APPLIANCE SERVICER(any ind.)	637.261-018	3
313.	GAS-ENGINE REPAIRER(any ind.)	625.281-026	4
314.	GAS-MAIN FITTER(light, heat, & power)	862.361-014	4
315.	GAS-METER MECHANIC I(light, heat, & power)	710.381-022	3
316.	GAS-REGULATOR REPAIRER(light,heat,&power;pet.refin.;pipe lines	710.381-026	3
317.	GEAR-CUTTING MACHINE SET-UP OPERATOR(mach. shop)	602.380-010	3
318.	GEAR-CUTTING MACHINE SET-UP OPERATOR, TOOL(mach. shop)	602.280-010	4
319.	GEAR HOBBER SET-UP OPERATOR(mach. shop)	602.382-010	4
320.	GEM CUTTER(jewelry)	770.281-014	3

	TITLE	DOT CODE	TERM in YEARS
321.	GEODETIC COMPUTER(profess. & kin.)	018.167-014	2
322.	GLASS BENDER(signs)	772.381-010	4
323.	GLASS BLOWER(glass mfg.)	772.681-010	3
324.	GLASS BLOWER, LABORATORY APPARATUS(glass prod.; inst. & app.)	772.281-010	x 4
325.	GLASS-BLOWING-LATHE OPERATOR(glass prod.)	772.482-010	4
326.	GLAZIER(const.)	865.381-010	x 3
327.	GLAZIER, STAINED GLASS(glass prod.)	779.381-010	x 4
328.	GRADER(woodworking)	669.587-010	4
329.	GRAPHIC DESIGNER(profess. & kin.)	141.061-018	x 1½
330.	GRINDER I(clock & watch)	603.482-030	4
331.	GRINDER OPERATOR, TOOL(mach. shop)	603.280-018	4
332.	GRINDER SET-UP OPERATOR, UNIVERSAL(mach. shop)	603.280-030	4
333.	GUNSMITH(any ind.)	632.281-010	x 4
334.	HARNESS MAKER(leather prod.; ret. tr")	783.381-018	3
335.	HARPSICHORD MAKER(musical inst.)	730.281-034	2
336.	HAT-BLOCK MAKER(woodworking)	661.381-010	3
337.	HEAD SAWYER(sawmill)	667.662-010	x 3
338.	HEAT-TRANSFER TECHNICIAN(profess. & kin.)	007.181-010	4
339.	HEAT TREATER I(heat treat.)	504.382-014	x 4
340.	HEAVY FORGER(forging)	612.361-010	x 4
341.	HOME HEALTH TECHNICIAN(med. serv.)	079.224-010	x 1
342.	HORSESHOER(agric.)	418.381-010	2½
343.	HORSE TRAINER(agric.)	419.224-010	1
344.	HORTICULTURIST(profess. & kin.)	040.061-038	3
345.	HOUSEKEEPER, COMMERCIAL, RESIDENTIAL, OR INDUSTRIAL(any ind.)	381.684-680	1
346.	HYDRAULIC-PRESS SERVICER(ammunition)	626.381-018	2
347.	HYDROELECTRIC-MACHINERY MECHANIC(light, heat,&power)	631.261-010	3
348.	HYDROELECTRIC-STATION OPERATOR(light, heat & power)	952.362-018	x 3
349.	HYDROMETER CALIBRATOR(inst. & app.)	710.381-030	2
350.	ILLUSTRATOR(profess. & kin.)	141.061-022	x 4
351.	INDUSTRIAL DESIGNER(profess. & kin.)	142.061-026	4
352.	INDUSTRIAL ENGINEERING TECHNICIAN(profess. & kin.)	012.267-010	4
353.	INJECTION-MOLDING-MACHINE OPERATOR(fabric.plastics prod.)	556.382-014	1
354.	INSPECTOR, BUILDING(gov. serv.)	168.167-030	3
355.	INSPECTOR, MECHANICAL AND ELECTRICAL(inst. & app.)	710.381-038	4
356.	INSPECTOR, QUALITY ASSURANCE(gov. serv.)	168.297-014	x 3
357.	INSTRUMENTATION TECHNICIAN(profess. & kin.)	003.261-010	4
358.	INSTRUMENT MAKER(any ind.)	600.280-010	x 4
359.	INSTRUMENT MAKER AND REPAIRER(petrol. prod.)	600.280-014	5
360.	INSTRUMENT MECHANIC(any ind.)	710.281-026	x 4
361.	INSTRUMENT MECHANIC, WEAPONS SYSTEM(inst. & app.)	711.281-014	x 4
362.	INSTRUMENT REPAIRER(any ind.)	710.261-010	x 4
363.	INSTRUMENT TECHNICIAN(light, heat, & power)	710.281-030	x 4
364.	INSULATION WORKER(const.)	863.364-014	x 4
365.	INTERIOR DESIGNER(profess. & kin.)	142.051-014	2
366.	JACQUARD-LOOM WEAVER(textile)	683.662-010	4
367.	JACQUARD-PLATE MAKER(knit goods)	685.381-010	1
368.	JEWELER(jewelry)	700.281-010	2½
369.	JIG BUILDER(wood, box)	761.381-012	2
370.	JOB PRINTER(print. & pub.)	973.381-018	x 4
371.	JOB SETTER(fabric. plastics prod.; mach. mfg.; mach. shop)	600.380-014	3
372.	JOINER(ship & boat bldg. & rep.)	860.381-050	x 4
373.	KILN OPERATOR(woodworking)	563.382-010	3
374.	KNITTER MECHANIC(knit goods)	685.360-010	4
375.	KNITTING-MACHINE FIXER(hosiery; knit goods)	689.280-014	4
376.	LABORATORY ASSISTANT(light, heat, & power)	029.361-018	3

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377.	LABORATORY TECHNICIAN(auto. mfg.)	019.381-010	x	1
378.	LABORATORY TESTER(any ind.)	029.261-010	x	2
379.	LANDSCAPE GARDENER(agric.)	408.161-010	x	4
380.	LAND SURVEYOR(profess. & kin.)(U.S. Military only)	018.167-018	x	4
381.	LAST-MODEL MAKER(lasts & rel. forms)	761.381-018		4
382.	LATHER(const.)	842.361-010	x	3
383.	LAUNDRY-MACHINE MECHANIC(laundry ind.)	629.261-010		3
384.	LAY-OUT TECHNICIAN(optical goods)	716.381-014		4
385.	LAY-OUT WORKER I(any ind.)	809.281-010		4
386.	LEAD BURNER(welding)	819.281-010	x	4
387.	LEATHER-STAMPER(leather prod,)	781.381-018		1
388.	LEGAL SECRETARY(clerical)	201.362-010	x	1
389.	LETTERER(profess. & kin.)	970.661-014		2
390.	LIGHT TECHNICIAN(motion pic.; radio & tv broad.)	962.362-014		4
391.	LINE ERECTOR(const.; light, heat, & power)	821.361-018	x	3
392.	LINE INSTALLER-REPAIRER(tel. & tel.)	822.381-014	x	4
393.	LINE MAINTAINER(any ind.)	821.261-014	x	4
394.	LINER(pottery & porc.)	740.681-010		3
395.	LINE REPAIRER(light, heat, & power)	821.361-026		3
396.	LINOTYPE OPERATOR(print. & pub.)	650.582-010		5
397.	LITHOGRAPHIC PLATE MAKER(print. & pub.)	972.381-010	x	4
398.	LITHOGRAPH-PRESS OPERATOR, TINWARE(tinware)	651.382-014		4
399.	LOCKSMITH(any ind.)	709.281-010	x	4
400.	LOCOMOTIVE ENGINEER(r.r. trans.)	910.363-014	x	4
401.	LOFT WORKER(ship & boat bldg. & rep.)	661.281-010		4
402.	LOGGER, ALL AROUND(logging)	454.684-018	x	2
403.	LOGGING-EQUIPMENT MECHANIC(logging)	620.281-042		4
404.	LOOM FIXER(asbestos prod.; narrow fabrics; textile)	683.260-018		3
405.	MACHINE ASSEMBLER(mach. mfg.)	638.361-010		2
406.	MACHINE BUILDER(mach. mfg.; mach. tool & access.)	600.281-022	x	2½
407.	MACHINE FIXER(carpet & rug)	628.281-010		4
408.	MACHINE FIXER(textile)	689.260-010		3
409.	MACHINE OPERATOR I(any ind.)	616.360-018	x	1
410.	MACHINE REPAIRER, MAINTENANCE(any ind.)	626.281-010	x	4
411.	MACHINERY ERECTOR(engine & turbine; mach. mfg.)	638.261-014		4
412.	MACHINE SETTER(any ind.)	616.360-022		4
413.	MACHINE SETTER(clock & watch)	600.380-022		4
414.	MACHINE SETTER(woodworking)	669.280-010		4
415.	MACHINE SET-UP OPERATOR(elec. equip.;firearms;mach.shop)	600.380-018	x	2
416.	MACHINE SET-UP OPERATOR, PAPER GOODS(paper goods)	649.380-010		4
417.	MACHINE TRY-OUT SETTER(mach. tool & access.)	600.360-010		4
418.	MACHINIST(mach. shop)	600.280-022	x	4
419.	MACHINIST, AUTOMOTIVE (auto. serv.)	600.280-034	x	4
420.	MACHINIST, EXPERIMENTAL(mach. shop)	600.280-038		4
421.	MACHINIST, LINOTYPE(print. & pub.)	627.261-022		4
422.	MACHINIST, MARINE ENGINE(ship & boat bldg. & rep.)	623.281-026	x	4
423.	MACHINIST, MOTION-PICTURE EQUIPMENT(motion pic.; photo.app.)	714.281-018		2
424.	MACHINIST, OUTSIDE(ship & boat bldg. & rep.)	623.281-030	x	4
425.	MACHINIST, WOOD(woodworking)	669.380-014	x	4
426.	MAINTENANCE MACHINIST(any ind.)	600.280-042	x	4
427.	MAINTENANCE MECHANIC(any ind.)	638.281-014	x	4
428.	MAINTENANCE MECHANIC(const.;petrol.prod.;pipe lines)	620.281-046		4
429.	MAINTENANCE MECHANIC(grain & feed mill)	629.281-030		4
430.	MAINTENANCE MECHANIC, COMPRESSED-GAS PLANT(comp.&liquefd.gas)	630.261-010		4

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431.	MAINTENANCE MECHANIC, TELEPHONE(any ind.)	822.281-018		3½
432.	MAINTENANCE REPAIRER, BUILDING(any ind.)	899.381-010	x	2
433.	MAINTENANCE REPAIRER, FACTORY OR MILL(any ind.)	899.281-014	x	4
434.	MARBLE FINISHER(const.)	861.664-010	x	2
435.	MARBLE SETTER(const.)	861.381-030		3
436.	MARINE-SERVICES TECHNICIAN(ship & boat bldg. & rep.)	806.261-026	x	3
437.	MATERIAL COORDINATOR(clerical)	221.167-014	x	2
438.	MATERIALS ENGINEER(progress. & kin.)	019.061-014		5
439.	MEAT CUTTER(ret. tr.; whole. tr.)	316.684-018	x	2&3
440.	MECHANIC, AIRCRAFT ACCESSORIES(aircraft-aero. mfg.)	621.381-014	x	4
441.	MECHANICAL-ENGINEERING TECHNICIAN(profess. & kin.)	007.161-026	x	3
442.	MECHANICAL-UNIT REPAIRER(auto.serv.;loco.&car bldg.&rep.)	620.381-018		4
443.	MECHANIC, ENDLESS TRACK VEHICLE(auto. serv.)	620.381-014		4
444.	MECHANIC, FIELD AND SERVICE(aircraft-aerospace mfg.)	621.281-026	x	4
445.	MECHANIC, INDUSTRIAL TRUCK(any ind.)	620.281-050	x	4
446.	MEDICAL-APPARATUS MODEL MAKER(inst. & app.)	712.261-010		2
447.	MEDICAL-LABORATORY TECHNICIAN(med. serv.)	078.381-014	x	2
448.	MEDICAL SECRETARY(med. serv.)	201.362-014	x	1
449.	METAL FABRICATOR(any ind.)	619.360-014	x	4
450.	METEOROLOGICAL-EQUIPMENT REPAIRER(any ind.)	823.281-018	x	4
451.	METEOROLOGIST(profess. & kin.)	025.062-010	x	3
452.	METER REPAIRER(any ind.)	710.281-034		3
453.	MILLER, WET PROCESS(corn prod.)	521.662-010		3
454.	MILLING-MACHINE SET-UP OPERATOR I(mach. shop)	605.280-010		2½
455.	MILLWRIGHT(any ind.)	638.281-018	x	4
456.	MINE-CAR REPAIRER(mining & quarrying)	622.381-030		2
457.	MINER I(mining & quarrying)	939.281-010		1
458.	MOCK-UP BUILDER(aircraft-aerospace mfg.)	693.381-014		4
459.	MODEL-AND-MOLD MAKER(brick & tile)	777.381-014		2
460.	MODEL-AND-MOLD MAKER, PLASTER(conc. prod.)	777.381-018		4
461.	MODEL BUILDER(furn.)	709.381-014		2
462.	MODEL MAKER(aircraft-aerospace mfg.)	693.361-010	x	4
463.	MODEL MAKER(clock & watch)	693.380-010		4
464.	MODEL MAKER(jewelry)	709.381-018		4
465.	MODEL MAKER(pottery & porc.)	777.281-014		2
466.	MODEL MAKER, FIREARMS(firearms)	600.260-018		4
467.	MODEL MAKER, METAL(auto. mfg.)	806.280-540		4
468.	MODEL MAKER, WOOD(any ind.)	661.380-010	x	4
469.	MOLDER(foundry)	518.361-010		4
470.	MOLDER, PATTERN(foundry)	693.381-022		2
471.	MOLD MAKER(pottery & porc.)	777.681-010		3
472.	MOLD MAKER I(jewelry)	700.381-034		4
473.	MOLD MAKER II(jewelry)	777.381-022		2
474.	MOLD MAKER, DIE CASTING & PLASTIC MOLDING(mach.shop)	601.280-030	x	4
475.	MOLD SETTER(fabric. plastics prod.; phonograph)	556.380-010		1
476.	MONOTYPE-KEYBOARD OPERATOR(print. & pub.; type founding)	650.582-014		3
477.	MONUMENT SETTER(const.)	861.361-014		4
478.	MOSAIC WORKER(glass prod.; stat. & art goods)	779.381-014		3
479.	MOTORBOAT MECHANIC(engine&turbine; ship&boat bldg.&rep.)	623.281-038		3
480.	MOTORCYCLE REPAIRER(auto. serv.)	620.281-054		3
481.	MOTOR-GRADER OPERATOR(const.)	850.663-022	x	3
482.	MULTI-COMPETENT CLINICAL ASSISTANT	078.362-540	x	2
483.	MULTI-OPERATION-FORMING-MACHINE SETTER(any ind.)	616.260-014		4

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	TITLE	DOT CODE		TERM in YEARS
484.	MULTI-OPERATION-MACHINE OPERATOR(any ind.)	612.462-010		3
485.	NEON-SIGN SERVICER(signs)	824.281-018		5
486.	NUMERICAL-CONTROL-MACHINE OPERATOR(mach. shop)	609.662-010	x	4
487.	NURSE, LICENSED PRACTICAL(med. serv.)	079.374-014	x	1
488.	OFFICE-MACHINE SERVICER(any ind.)	633.281-018	x	3
489.	OFFSET-PLATE MAKER(print. & pub.)	971.381-018		4
490.	OFFSET-PRESS OPERATOR I(print. & pub.)	651.482-010	x	4
491.	OIL-BURNER-SERVICER-AND-INSTALLER(any ind.)	862.281-018		2
492.	OIL-FIELD EQUIPMENT MECHANIC(petrol. prod.)	629.381-014		2
493.	OPERATING ENGINEER(const.; mining & quarrying)	859.683-010	x	3
494.	OPTICAL-INSTRUMENT ASSEMBLER(optical goods)	711.381-010	x	2
495.	OPTICIAN(optical goods)	716.280-008		4
496.	OPTICIAN(optical goods; ret. tr.)	716.280-014	x	3
497.	OPTICIAN, DISPENSING I(ret. tr.)	713.361-014		4
498.	OPTICIAN, DISPENSING II(ret. tr.)	299.474-010	x	2
499.	OPTOMECHANICAL TECHNICIAN(optical goods; photo.app.)	007.161-030		4
500.	ORDNANCE ARTIFICER(gov. serv.)	632.261-018	x	3
501.	ORNAMENTAL-IRON WORKER(const.)	809.381-022	x	3
502.	ORNAMENTAL-METAL WORKER(fabric. metal prod.; n.e.c.)	619.260-008		4
503.	ORTHODONTIC TECHNICIAN(med. serv.)	712.381-030		2
504.	ORTHOPEDIC-BOOT-AND-SHOE DESIGNER AND MAKER(boot & shoe; per. protec.; med. dev.)	788.261-010		5
505.	ORTHOTICS TECHNICIAN(per. protec.; med. dev.)	712.281-034	x	1
506.	ORTHOTIST(per. protec.; med. dev.)	078.261-018	x	5
507.	OUTBOARD-MOTOR MECHANIC(engine&turbine;ship&boat bldg.&rep.)	623.281-042		2
508.	OUTSIDE PRODUCTION INSPECTOR(aircraft-aero. mfg.)	806.281-046		4
509.	OVERHAULER(textile)	628.261-010		2
510.	PAINTER(const.)	840.381-010	x	3
511.	PAINTER, HAND(any ind.)	970.381-022		3
512.	PAINTER, SHIPYARD(ship & boat bldg. & rep.)	840.381-018	x	3
513.	PAINTER, SIGN(any ind.)	970.381-026	x	4
514.	PAINTER, TRANSPORTATION EQUIPMENT(aircraft-areospace mfg.; air trans.; auto. serv.)	845.381-014	x	3
515.	PANTOGRAPH-MACHINE SET-UP OPERATOR(mach. shop)	605.382-022		2
516.	PAPERHANDER(const.)	841.381-010		2
*517.	PARALEGAL ASSISTANT(profess. & kin.)	119.267-026		3
518.	PASTE-UP COPY-CAMERA OPERATOR(print. & pub.)	979.381-018	x	3
519.	PATTERNMAKER(furn.; garment;textile prod.; n.e.c.)	781.381-026		3
520.	PATTERNMAKER(spring)	693.281-014		4
521.	PATTERNMAKER(stonework)	703.381-010		4
522.	PATTERNMAKER, ALL-AROUND(fabric.plastics prod.;found.)	693.280-014		5
523.	PATTERNMAKER, METAL(foundry)	600.280-050	x	5
524.	PATTERNMAKER, METAL, BENCH(foundry)	693.281-018		5
525.	PATTERNMAKER, PLASTER(aircraft-aerospace mfg.)	777.381-030	x	3½
526.	PATTERNMAKER, PLASTICS(fabric. plastics prod.)	754.381-014		3
527.	PATTERNMAKER, WOOD(foundry)	661.281-022	x	5
528.	PEWTERER(silverware)	700.281-580		1
529.	PEWTER CASTER(silverware)	502.381-580		3
530.	PEWTER FABRICATOR(silverware)	700.381-581		4
531.	PEWTER FINISHER(silverware)	700.381-580		2
532.	PEWTER TURNER(silverware)	700.381-582		4
533.	PHARMACIST ASSIST(mil. serv.)	074.381-010		1
534.	PHOTOCOMPOSING-PERFORATOR-MACHINE OPERATOR(print.&pub.)	203.582-042		2

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535.	PHOTOENGRAVER(print. & pub.)	971.381-022		5
536.	PHOTOENGRAVING FINISHER(print. & pub.)	971.381-030	x	5
537.	PHOTOENGRAVING PRINTER(print. & pub.)	971.381-034	x	5
538.	PHOENGRAVING PROOFER(print. & pub.)	971.381-038		5
539.	PHOTOGRAMMETRIST(profess. & kin.)(U.S.Military only)	018.261-026	x	3
540.	PHOTOGRAPHER, LITHOGRAPHIC(print. & pub.)	972.382-014	x	5
541.	PHOTOGRAPHER, MOTION PICTURE(profess. & kin.)	143.062-022	x	3
542.	PHOTOGRAPHER, PHOTOENGRAVING(electronics;print.&pub.)	971.382-014	x	6
543.	PHOTOGRAPHER, STILL(profess. & kin.)	143.062-030	x	3
544.	PHOTOGRAPHIC EQUIPMENT-MAINTENANCE TECHNICIAN(photo.app)	714.281-026	x	3
545.	PHOTOGRAPHIC EQUIPMENT TECHNICIAN(photo. app.)	714.281-022		3
546.	PHOTOGRAPHIC-PLATE MAKER(electronics)	714.381-018		4
547.	PHOTOGRA RETOUCHER(photofinish)	970.281-018		3
548.	PIANO TECHNICIAN(any ind.)	730.281-038		4
549.	PIANO TUNER(any ind.)	730.361-010		3
550.	PINSETTER ADJUSTER, AUTOMATIC(sports equip.)	829.381-010		3
551.	PINSETTER MECHANIC, AUTOMATIC(any ind.)	638.261-022	x	2
552.	PIPE COVERER AND INSULATOR(ship & boat bldg. & rep.)	863.381-014		4
553.	PIPE FITTER(const.)	862.381-018	x	4
554.	PIPE FITTER(ship & boat bldg. & rep.)	862.261-010		4
555.	PIPE-ORGAN BUILDER(musical inst.)	730.281-042		3
556.	PIPE-ORGAN TUNER AND REPAIRER(any ind.)	730.361-014		4
557.	PLANT OPERATOR(conc. prod.; const.)	570.682-014	x	3
558.	PLANT OPERATOR, FURNACE PROCESS(bone, carbon &lampblack)	559.362-026		4
559.	PLASTERER(const.)	842.361-018	x	2
560.	PLASTER-PATTERN CASTER(aircraft-aero.mfg.;mach.tools&acces.)	777.381-038		5
561.	PLASTIC-FIXTURE BUILDER(mach. shop)	601.381-030		4
562.	PLASTICS BENCH MECHANIC(aircraft-aero.mfg.;fab.plastics prod.)	754.381-018	x	2
563.	PLASTIC TOOL MAKER(mach. shop)	601.381-026		4
564.	PLATE FINISHER(print. & pub.)	659.360-010		6
565.	PLATEN-PRESS OPERATOR(print. & pub.)	651.362-018		4
566.	PLATER(electroplating)	500.380-010	x	3
567.	PLUMBER(const.)	862.381-030	x	4
568.	PNEUMATIC TESTER AND MECHANIC(aircraft-aero. mfg.)	621.381-022	x	2½
569.	PNEUMATIC-TOOL REPAIRER(any ind.)	630.281-010		4
570.	PNEUMATIC-TUBE REPAIRER(any ind.)	630.281-014		2
571.	PODIATRIC ASSISTANT(med. serv.)	079.374-018		2
572.	POLICE OFFICER(gov. serv.)	375.263-014	x	2
573.	PONY EDGER(sawmill)	667.682-050	x	2
574.	POTTERY-MACHINE OPERATOR(pottery & porc.)	774.382-010		3
575.	POWERHOUSE MECHANIC(light, heat, & power)	631.261-014	x	4
576.	POWER-PLANT OPERATOR(light, heat, & power)	952.382-018	x	4
577.	POWER-SAW MECHANIC(any ind.)	625.281-030		3
578.	POWER-TRANSFORMER REPAIRER(light, heat, & power)	821.361-034		4
579.	PRECISION ASSEMBLER(aircraft-aerospace mfg.; electronics)	828.381-014		3
580.	PRECISION ASSEMBLER, BENCH(aircraft-aerospace mfg.)	706.681-010		2
581.	PRECISION-LENS GRINDER(optical goods)	716.382-018	x	3
582.	PRESS MAINTAINER(print. & pub.)	627.281-010		4
583.	PRESS OPERATOR, HEAVY DUTY(any ind.)	617.260-010		4
584.	PRINTER, PLASTIC(coated fabric; fabric. plastics prod.)	651.382-026		4
585.	PRINTER-SLOTTER OPERATOR(paper goods)	659.662-010	x	4
586.	PRIVATE-BRANCH EXCHANGE INSTALLER(tel. & tel.)	822.381-018		4
587.	PRIVATE-BRANCH EXCHANGE REPAIRER(tel. & tel.)	822.281-022	x	4

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588.	PROCESS ARTIST(print. & pub.)	972.281-010	x	5
589.	PROGRAM ASSISTANT(radio & tv broad.)	962.167-014	x	3
590.	PROGRAMER, BUSINESS(profess. & kin.)	020.162-014	x	2
591.	PROGRAMER, ENGINEERING AND SCIENTIFIC(profess.&kin.)	020.167-022	x	4
592.	PROJECT PRINTER(photofinishing)	976.381-018		4
593.	PROOF-PRESS OPERATOR(print. & pub.)	651.582-010	x	5
594.	PROOFSHEET CORRECTOR(print. & pub.)	973.381-030		4
595.	PROP MAKER(amuse. & rec.; motion pic.)	962.281-010		4
596.	PROPULSION-MOTOR-AND-GENERATOR REPAIRER(auto. serv.)	721.281-026		4
597.	PROSPECTING DRILLER(petrol. prod.)	930.382-018		2
598.	PROSTHETICS TECHNICIAN(per. protec. & med. serv.)	712.381-038	x	1
599.	PROSTHETIST(per. protec. & med. serv.)	078.261-022	x	5
600.	PROTECTIVE-SIGNAL INSTALLER(bus. serv.)	822.361-018	x	4
601.	PROTECTIVE-SIGNAL REPAIRER(bus. serv.)	822.361-022	x	3
602.	PUMP ERECTOR(const.)	637.281-010		2
603.	PUMPER-GAGER(chem.; petrol. refin.; pipe lines)	914.382-014	x	3
604.	PUMP SERVICER(any ind.)	630.281-018		3
605.	PURCHASING AGENT(profess. & kin.)	162.157-038		4
606.	PURIFICATION OPERATOR(chem.)	551.362-010		4
607.	QUALITY-CONTROL INSPECTOR(cut. & tools)	701.261-010		2
608.	QUALITY-CONTROL TECHNICIAN(profess. & kin.)	012.261-014	x	2
609.	RADIOGRAPHER(any ind.)	199.361-010		4
610.	RADIO MECHANIC(any ind.)	823.261-018	x	3
611.	RADIO REPAIRER(any ind.)	720.281-010		4
612.	RADIO STATION OPERATOR(aircraft-aerospace mfg.)	193.262-026	x	4
613.	RECORDING ENGINEER(phonograph; radio & tv broad.)	194.362-010		2
614.	RECOVERY OPERATOR(paper & pulp)	552.362-018		1
615.	RECREATIONAL VEHICLE MECHANIC(trans. equip.)	620.281-087		4
616.	REFRIGERATION MECHANIC(any ind.)	637.261-026	x	3
617.	REFRIGERATION UNIT REPAIRER(refrig. equip.)	637.381-014		3
618.	RELAY TECHNICIAN(light, heat, & power)	821.261-018		2
619.	RELAY TESTER(light, heat, & power)	729.281-038		4
620.	REPAIRER, HANDTOOLS(cut. & tools)	701.381-010		3½
621.	REPAIRER, HEAVY(auto. mfg.)	620.381-022	x	2
622.	REPAIRER I(chem.)	630.261-018		4
623.	REPAIRER, WELDING EQUIPMENT(welding)	626.381-022		2
624.	REPRODUCTION TECHNICIAN(any ind.)	976.361-010		1
625.	RESEARCH MECHANIC(aircraft-aerospace mfg.)	002.280-010	x	4
626.	RETICLE INSPECTOR(electronics;inst.&app.;optical goods)	719.361-010		7
627.	RETOUCHER, PHOTOENGRAVING(print. & pub.)	970.381-030	x	5
628.	RIGGER(any ind.)	921.260-010	x	3
629.	RIGGER(ship & boat bldg. & rep.)	806.261-014		2
630.	ROCKET-ENGINE-COMPONENT MECHANIC(aircraft-aero.mfg.)	621.281-030		4
631.	ROCKET-ENGINE MECHANIC(aircraft-aerospace mfg.)	693.281-026		4
632.	ROLLER-ENGRAVER, HAND(print. & pub.)	979.681-018		2
633.	ROLL THREADER OPERATOR(nut & bolt)	619.462-010		1
634.	ROOFER(const.)	866.381-010	x	3
635.	ROTOGRAVURE-PRESS OPERATOR(print. & pub.)	651.362-026		4
636.	RUBBERIZING MECHANIC(any ind.)	630.281-030		4
637.	RUBBER-STAMP MAKER(pen & pencil)	733.381-014		4
638.	RUBBER TESTER(rubber goods; rubber tire & tube)	559.381-014		4
639.	RUG CLEANER, HAND(clean.; dye.; & press.)	369.384-014		1
640.	SADDLE MAKER(leather prod.)	783.381-026		2

	TITLE	DOT CODE		TERM in YEARS
641.	SAFE-AND-VAULT SERVICE MECHANIC(bus.serv.;whole.tr.)	869.381-022		4
642.	SALESPERSON, PARTS(ret. tr.; whole. tr.)	279.357-062		2
643.	SAMPLE-BODY BUILDER(auto. mfg.)	693.380-014		4
644.	SAMPLE MAKER, APPLIANCES(elec. equip.)	600.280-054		4
645.	SAMPLE STITCHER(garment)	785.361-018		4
646.	SANDBLASTER, STONE(stonework)	673.382-010		3
647.	SAW FILER(any ind.)	701.381-014	x	4
648.	SAW MAKER(cut. & tools)	601.381-034		3
649.	SCALE MECHANIC(any ind.)	633.281-026	x	4
650.	SCREW-MACHINE OPERATOR, MULTIPLE SPINDLE(mach. shop)	604.382-010		4
651.	SCREW-MACHINE OPERATOR, SINGLE SPINDLE(mach. shop)	604.382-014		3
652.	SCREW-MACHINE SET-UP OPERATOR, PRODUCTION(mach.shop)	604.380-022	x	4
653.	SCREW-MACHINE SET-UP OPERATOR, SINGLE SPINDLE(mach.shop)	604.280-018		3
654.	SCRIPT SUPERVISOR(motion pic.; radio & tv broad.)	201.362-026		1½
655.	SERVICE MECHANIC(auto. mfg.)	807.381-022		2
656.	SEWING-MACHINE REPAIRER(any ind.)	639.281-018	x	3
657.	SHEET-METAL WORKER(any ind.)	804.281-010	x	4
658.	SHIPFITTER(ship & boat bldg. & rep.)	806.381-046	x	4
659.	SHIPWRIGHT(ship & boat bldg. & rep.)	860.381-058	x	4
660.	SHOEMAKER, CUSTOM(boot & shoe)	788.381-014		3
661.	SHOE REPAIRER(per. serv.)	365.361-014	x	3
662.	SHOP TAILOR(garment; ret. tr.)	785.361-022		4
663.	SIDEROGRAPHER(print. & pub.)	979.381-030		5
664.	SIGNAL MAINTAINER(r.r. trans.)	822.281-026		4
665.	SIGN ERECTOR I(signs)	869.381-026	x	4
666.	SIGN WRITER, HAND(any ind.)	970.281-022		1
667.	SILK-SCREEN CUTTER(any ind.)	979.681-022	x	3
668.	SILVERSMITH(silverware)	700.281-022		3
669.	SKETCH MAKER I(print. & pub.)	979.381-034		5
670.	SKETCH MAKER II(print. & pub.)	972.381-018		4
671.	SKIN FITTER(aircraft-aerospace mfg.; air trans.)	806.381-054	x	4
672.	SMALL-ENGINE MECHANIC(any ind.)	625.281-034		2
673.	SOFT-TILE SETTER(const.; ret. tr.)	861.381-034		3
674.	SOIL-CONSERVATION TECHNICIAN(gov. serv.)	040.261-010		3
675.	SOLDERER(jewelry)	700.381-050		3
676.	SOUND MIXER(motion pic.; phonograph; radio&tv broad.)	194.262-018		4
677.	SOUND TECHNICIAN(any ind.)	829.281-022		3
678.	SPINNER, HAND(any ind.)	619.362-018		3
679.	SPRING COILING MACHINE SETTER(spring)	616.260-018		4
680.	SPRING MAKER(spring)	616.280-010		4
681.	SPRING-MANUFACTURING SET-UP TECHNICIAN(clock&watch)	619.280-018		4
682.	SPRING REPAIRER, HAND(auto. serv.)	619.380-018		4
683.	STAINED GLASS ARTIST(profess. & kin.)	142.061-054		4
684.	STATIONARY ENGINEER(any ind.)	950.382-026	x	4
685.	STATION INSTALLER-AND-REPAIRER(tel. & tel.)	822.261-022	x	4
686.	STEAM SERVICE INSPECTOR(light, heat, & power)	862.361-022		4
687.	STEEL-DIE PRINTER(print. & pub.)	651.382-030		4
688.	STENCIL CUTTER(loco. & car bldg. & rep.)	970.381-038		2
689.	STEREOTYPER(print. & pub.)	974.382-014		6
690.	STOKER ERECTOR-AND-SERVICER(any ind.)	637.281-014		4
691.	STONE CARVER(stonework)	771.281-014		3
692.	STONECUTTER, HAND(stonework)	771.381-014		3
693.	STONE-LATHE OPERATOR(stonework)	674.662-010		3
694.	STONEMASON(const.)	861.381-038		3

OCCUPATIONS RECOGNIZED AS APPRENTICEABLE
by
THE BUREAU OF APPRENTICESHIP AND TRAINING

	TITLE	DOT CODE		TERM in YEARS
695.	STONE POLISHER, MACHINE(stonework)	673.382-018		3
696.	STONE SETTER(jewelry; optical goods)	700.381-054		4
697.	STREET-LIGHT SERVICER(light, heat, & power)	824.381-010		4
698.	STRIPPER(print. & pub.)	971.381-050	x	5
699.	STRUCTURAL-STEEL WORKER(const.)	801.361-014	x	3
700.	SUBSTATION OPERATOR(light, heat, & power)	952.362-026		4
701.	SUPERCARGO(water trans.)	248.167-010		2
702.	SURFACE-PLATE FINISHER(stonework)	775.281-010		2
703.	SWITCHBOARD OPERATOR(light, heat, & power)	952.362-034		3
704.	TANK SETTER(petrol. prod.)	801.361-022		2
705.	TAP-AND-DIE MAKER TECHNICIAN(clock & watch)	601.280-034		4
706.	TAPE-RECORDER REPAIRER(any ind.)	720.281-014		4
707.	TAXIDERMIST(profess. & kin.)	199.261-010		3
708.	TECHNICIAN, SUBMARINE CABLE EQUIPMENT(tel. & tel.)	822.281-034		2
*709.	TELECOMMUNICATOR(gov. serv.)	379.262-640		4
710.	TELEGRAPHIC-TYPEWRITER OPERATOR(clerical)	203.584-050	x	3
711.	TELEVISION-AND-RADIO REPAIRER(any ind.)	720.281-018	x	4
712.	TELEVISION-CABLE INSTALLER(any ind.)	821.281-010	x	1
713.	TEMPLATE MAKER(any ind.)	601.381-038		4
714.	TEMPLATE MAKER,EXTRUSION DIE(mach. shop)	601.280-038		4
715.	TERRAZZO FINISHER(const.)	861.664-014	x	2
716.	TERRAZZO WORKER(const.)	861.381-046		3
717.	TEST-ENGINE OPERATOR(petrol. refin.)	029.261-018		2
718.	TESTER(petrol. refin.)	029.261-022	x	3
719.	TESTING-AND-REGULATING TECHNICIAN(tel. & tel.)	822.261-026		4½
720.	TEST TECHNICIAN(profess. & kin.)	019.161-014	x	5
721.	THERMOMETER TESTER(inst. & app.)	710.384-030		1
722.	TILE FINISHER(const.)	861.664-018	x	2
723.	TILE SETTER(const.)	861.381-054	x	3
724.	TINTER(paint & varnish)	550.381-014		2
725.	TOOL-AND-DIE MAKER(mach. shop)	601.280-046	x	4
726.	TOOL DESIGNER(profess. & kin.)	007.061-026	x	4
727.	TOOL-DRAWING CHECKER(aircraft-aerospace mfg.)	007.167-022		4
728.	TOOL GRINDER I(any ind.)	701.381-018		3
729.	TOOL GRINDER OPERATOR(mach. shop)	603.280-038		4
730.	TOOL-MACHINE SET-UP OPERATOR(mach. shop)	601.280-054	x	3
731.	TOOL MAKER(mach. shop)	601.280-042	x	4
732.	TOOL MAKER,BENCH(mach. shop)	601.281-026	x	4
733.	TRACTOR MECHANIC(auto. serv.)	620.281-058		4
734.	TRANSFORMER REPAIRER(any ind.)	724.381-018		4
735.	TRANSMISSION MECHANIC(auto. serv.)(Automotive Specialty Shops only)	620.281-062		2
736.	TREATMENT-PLANT MECHANIC(waterworks)	630.281-038	x	3
737.	TREE SURGEON(agric.)	408.181-010		3
738.	TROUBLE LOCATOR, TEST DESK(tel. & tel.)	822.361-030		2
739.	TROUBLE SHOOTER II(light, heat, & power)	821.261-026		4
740.	TRUCK-BODY BUILDER(auto. mfg.; auto. serv.)	807.281-010	x	4
741.	TRUCK-CRANE OPERATOR(any ind.)	921.663-062	x	3
*742.	TRUCK DRIVER, HEAVY(any ind.)	905.663-014		1½
743.	TUNE-UP MECHANIC(auto. serv.)	620.281-066	x	2
744.	TURBINE OPERATOR(light, heat, & power)	952.362-042		4
745.	TURRET-LATHE SET-UP OPERATOR, TOOL(mach. shop)	604.280-022		4
746.	UPHOLSTERER, INSIDE(furn.)	780.681-010	x	3

	TITLE	DOT CODE	TERM in YEARS
747.	VIOLIN MAKER, HAND(musical inst.)	730.281-046	4
748.	WALLPAPER PRINTER I(wallpaper)	652.662-014	4
749.	WARDROBE SUPERVISOR(amuse. & rec.)	346.361-010	2
750.	WASTE-TREATMENT OPERATOR(chem.)	955.382-014	2
751.	WASTEWATER-TREATMENT-PLANT OPERATOR(sanitary serv.)	955.362-010	x 2&3
752.	WATCH REPAIRER(clock & watch)	715.281-010	x 3&4
753.	WATER-TREATMENT-PLANT OPERATOR(waterworks)	954.382-014	x 3
754.	WEATHER OBSERVER(profess. & kin.)	025.267-014	2
755.	WEB-PRESS OPERATOR(print. & pub.)	651.362-030	4
756.	WELDER, ARC(welding)	810.384-014	x 4
757.	WELDER, COMBINATION (welding)	819.384-010	x 3&4
758.	WELDER-FITTER(welding)	819.361-010	4
759.	WELDING-MACHINE OPERATOR, ARC(welding)	810.382-010	x 3
760.	WELDING TECHNICIAN(profess. & kin.)	011.261-014	4
761.	WELL-DRILL OPERATOR(const.)	859.362-010	4
762.	WIND INSTRUMENT REPAIRER(any ind.)	730.281-054	4
763.	WIND-TUNNEL MECHANIC(aircraft-aerospace mfg.)	827.381-014	4
764.	WINE MAKER(vinous liquors)	183.161-014	2
765.	WIRER(office mach.)	729.281-042	2
766.	WIRE SAWYER(stonework)	677.462-014	2
767.	WIRE WEAVER,CLOTH(wirework)	616.382-014	4
768.	WOOD-TURNING-LATHE OPERATOR(woodworking)	664.382-014	1
769.	X-RAY-EQUIPMENT TESTER(any ind.)	729.281-046	2&3